Postal Regulatory Commission Submitted 9/6/2013 1:50:33 PM Filing ID: 75384 Accepted 9/6/2011

## NEWS RELEASE

FOR IMMEDIATE RELEASE April 25, 2011 For more information, contact Kingsley Wratten, (315) 855-7807

# Leonardsville rallies against proposed post office closing

Postal Service representative to meet with residents on April 29

Residents of the hamlet of Leonardsville are rallying after receiving questionnaires from the postal commissioner the week of April 18 indicating that their post office is on the list of potential closings.

Petitions against the closing are now circulating and will be sent to the appropriate government representatives. A public brainstorming meeting was held April 23 to prepare an appropriate response to the Postal Service representative who will conduct an "open house" at the local post office from 9 to 11 a.m. on Friday, April 29.

News of the potential closing arrives just as new local businesses are starting and others are in the planning stages—and whose success, in great part, depends on a convenient U.S. post office.

Last year, a hand-crafted specialty cheese manufactory opened in Leonardsville. It relies on the USPS to ship its products. Another local resident is planning to start a medical billing business which would rely heavily on USPS for its success. A local group is starting an artists' residency program, its mission in part, to "... vitalize and improve the livability of the larger community and make a lasting impact on the area..." The impact made by similar enterprises leads us to believe that the volume of business done by the Leonardsville Post Office may easily double within the next two years.

Kingsley Wratten, co-owner of The Horned Dorset Inn, offered the following observation:

"Even though the U.S. Postal Code spells out that rural post offices like ours cannot be closed SOLELY for operating at a deficit, they believe that they can save \$50,000 a year by closing us, and they are going to try. They don't care about the importance of the post office to the livability of our community."

(Ref. to Postal Code, see: 39 USC 101 - Sec. 101.Postal policy):



RE: Leonardsville NY Docket# 1370252-13364 Item 38 Page 47

June 15, 2011

Memo to the record. The attached newspaper article "Rally to Save Leonardsville PO" published in the West Winfield Star dated Wednesday, April 27, 2011 was submitted and added to the official record.

Jane Wolfgang

Jane Wolfgang A/Optimization Coordinator Call Us (315) 822-300P A Call www.star@twcny.rr.com

WEDNESDAY. APRIL 27. 2011

PAGE

DOCK ITEM

All items submitted for publication must be in before Monday of that week's issue unless otherwise noted

THE WEST WINFIELD

INSID BROO DAR N Progra Water for Bric

VOLUME 125 - NUMBER 21

YOUR COMMUNITY NEWSPAPER FOR 125 YEARS

## Rallying to Save Leonardsville PO

Residents of the hamlet of Leonardsville are rallying after receiving "questionnaires" from the Postal Commissioner indicating that their post office is on

the list of potential closings.

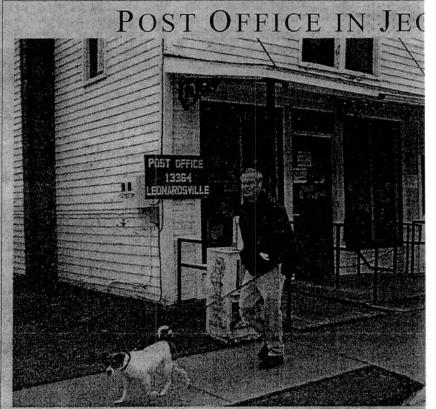
According to the letter accompanying the questionnaire, the Leonardsville post office may close and local mail delivery would accomplished by a rural route coming from Bridgewater. Currently neither Leonardsville or Bridgewater offer rural delivery but the Postal Service (USPS) proposes establishing such could be more cost effective than keeping the Leonardsville facility open.

On Saturday, April 23, 2011, residents met at the Leonardsville Fire Hall to discuss the proposal.

According to several residents the move would impact more than just mail delivery. This news arrives just as new businesses are starting and others are in the planning stages, and whose success, in great part, depends on a convenient US post office. Last year, a hand-crafted specialty cheese manufactory opened in Leonardsville. It relies on the USPS to ship its products. Another local resident is planning to start a medical billing business which would rely heavily on USPS for its success. A local group is starting an artists' residency program, its mission in part, to "... vitalize and improve the livability of the larger community and make a lasting impact on the area . . . " The impact made by similar enterprises leads many residents to believe that the volume of business done by the post office in Leonardsville may easily double within the next two years.

Petitions are now circulating which will be sent to the appropriate government representatives. The public brainstorming meeting held Saturday was, in part, to prepare an appropriate response to the Postal Service representative who will be having an "open house" on Friday, April 29, from 9-11 am.

Kingsley Wratten, co-owner of The Horned Dorset Inn, offered the following observation, "Even though the US Postal Code spells out that rural post offices like ours cannot be closed SOLELY for operating at a deficit. They believe that they can save \$50,000 a year by closing us, and they are going to try. They docket NocA2bon 5 the importance of the post office to the livability of our community." He also noted the following (ref to Postal Code



Leonardsville residents learned last week that their post office is tental facility was originally built in the 1890s and before that, the post office houses the Horned Dorset. Shown above: Next door neighbor Don Lentz

effective postal services be insured to residents of both urban and rural communities . . . "

The letter from the Postal Service received last week also presented a timeline used when closing facilities. The initial public notice begins with a 60 day posting during which time public comments are reviewed, the situation studied, and then a decision made by senior level postal management. Following that comes a 30 day posting of the final determination. Customers then have 30 days to appeal and the Postal Rate Commission "shall render a decision within 120 days". Discontinuance is not to be sooner than 60 days after posting the final decision.

The Leonardsville Post Office currently employs two people; a full time Officer-in-Charge (Dorothy Major) and one part time person.

Trash Day is April 30 rdsville, NY 13364 000303 rcreased call Trash Day in the Town of Winfield is April 30.

mulated thro brighten our tainly apprec

Also at the 2011, a Com appointed wi Robert Royce Town of Win this Committe 292-0076.

## Village

The West Wil budget for the ing held Mon

The total st with \$98,750

The tax rate



RE: Leonardsville NY Docket# 1370252-13364 Item 38 Page 49

June 15, 2011

Memo to the record: The attached information packet describing "The Horned Dorset Colony" (draft 8 2/14/2011) located in the rural hamlet of Leonardsville was submitted and added to the official record.

Jane Wolfgang

Jane Wolfgang A/Optimization Coordinator DOCKEI NO. 12 15 16 16 17

ITEM NO.

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## THE HORNED DORSET COLONY

(draft 8 2/14/2011)

FOUNDED

January 1, 2011

LOCATION The rural hamlet of Leonardsville, in central New York State.

MISSION The purpose of The Horned Dorset Colony is to provide an environment conducive to work and the exchange of ideas among artists emerging from their student status and artists who are already practicing their craft professionally.

HISTORY In the late 1960s, three aspiring artists, a writer, a painter and a musician, began discussing the possibilities of a cross-disciplinary community for the creative arts to be located in their rural hamlet in upstate New York. Over the next 40 years they spoke to many creative people about their ideas and accumulated properties for this project. They also planted an apple orchard, managed a sheep farm, earned graduate degrees, taught in their respective fields, and created two highly acclaimed hostelries: The Horned Dorset Inn in Leonardsville, NY, and The Horned Dorset Primavera Hotel, in Rincón, PR. In 2011 they formed the Horned Dorset Foundation for the Creative Arts to help facilitate their vision in its final form, The Horned Dorset Colony, where they presently serve as advisors and directors.

ELIGIBILITY 1.) STUDENTS over the age of 21, undergraduates, graduates, or recent graduates (who have been enrolled in a degree-bearing program within the last twelve months), and students who may be taking time off from their academic studies (but have been enrolled in a degree-bearing program within the last twelve months) who have demonstrated exceptional aptitude in the field of writing, musical composition, visual arts, or inter-disciplinary arts, and who are open to dialogue with peers and mentors, and 2.) PROFESSIONALS, emerging or advanced, in those same fields, who seek time and space to work and are willing to exchange ideas, feelings, and experiences with both peers and mentees.

FACILITIES 250 acre site including a working apple orchard, waterfall, and miles of walking trails through the hilly woodlands and pastures of a former Horned Dorset breed sheep farm. A mix of accommodations and workspace is available in four restored houses (Victorian, Federal, Greek Revival, Arts and Crafts), all within minutes walking distance of each other and of the restaurant building which serves as dining room and houses an exhibition space. Music room with grand piano. 8,000 volume library. Internet access. Artists must provide all their own materials and special equipment. Weekly transportation will be available to shopping, museums and open studios at other nearby artist's residency programs. A personal vehicle is recommended; HDC is four miles from the nearest convenience store.

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## HOUSING/MEALS/ACCESSIBILITY

Housing/Services: All residents have their own private room and bath in one of four different houses, all of which have comfortable common rooms. A few suites are of adequate size to comfortably accommodate a spouse or partner who contributes an essential collaborative component to the artist's work while in residence; there will be a surcharge for their housing and meals. Laundry facilities and maid service available to all residents.

Meals: All meals are provided. Informal breakfast and lunch are in residential houses. Dinner is served in a private restaurant dining room. Vegetarian choices are available for all meals. Accessibility: Artists in wheelchairs or with vision or hearing impairment cannot be accommodated at this time. Although some of the original facilities are listed on the National Register of Historic Places and cannot be altered, the Horned Dorset Colony is committed to total compliance and accommodation in all new construction and renovation.

RESIDENCY STATISTICS Average length of residencies: 4 weeks (arrival on Sunday, departure on Friday). Resident season:

I mid-May - mid-June

II mid-June - mid-July

- III mid-July - mid-August

IV mid-August - mid-September

V mid-September - mid-October

Number of artists: 4-8 mentors and 4-8 mentees

Average number of artists at one time: 12

Selection process: Applications are reviewed by an outside panel of professionals and the directors. A limited number of two-week or six-week residencies may be available. Repeat residencies are permitted.

ARTIST PAYS FOR housing, food, travel, and materials, but a sliding scale of fees may apply depending on availability and amount of stipends or fellowships. The basic residency fee is \$4,000 for 4 weeks. Artists who are able to cover their own fees increase HDC's ability to assist those who cannot.

COLONY PROVIDES program administration, coordination of fellowships and grants, accommodations for visiting artists.

ARTIST ELIGIBLE FOR stipends from The Horned Dorset Foundation for the Creative Arts or fellowships or grants from New York State Council on the Arts, National Endowment for the Arts, Mid-Atlantic Creative Fellowships and others. Some fellowships are based on artistic merit while others are donor-directed and include additional criteria. Call for current opportunities.

ARTIST DUTIES Attend dinners. It is recommended that all residents keep some form of diary from which they can draw to make a brief, informal presentation during the last week of their residency. Volunteers are always welcome in the organic vegetable gardens.

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COLONY POLICIES Children and pets are not permitted. Visitors are not permitted except by invitation of the directors or during occasional "open houses". Artists may visit each other's studio or living quarters by invitation only. Computers, radios and other audio devices must be used with earphones. Smoking is not permitted in any HDC building. Residents' parking is in designated areas. Dinners are served in a semi-formal, public restaurant setting, so appropriate dress (i.e. no shorts) is expected.

PUBLIC PROGRAMS Exhibitions, open houses and fund-raising dinners.

FROM THE DIRECTORS "At the Horned Dorset Colony, dinners are an important catalyst for dialogue and for exploring collaborative possibilities. Invigorated by delicious food served in memorable surroundings, artists with varying degrees of experience and from different disciplines have the opportunity to discover their common goals."



RE: Leonardsville NY Docket# 1370252-13364 Item 38 Page 53

June 15, 2011

Memo to the record: The attached October 2010 – March 2012 Vermont Studio Center brochure was submitted and added to the official record.

Jane Wolfgang

Jane Wolfgang A/Optimization Coordinator



## VERMONT STUDIO CENTER NEUMONT STUDIO CENTER

DOCKET NO. 1370252-13909
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OCTOBER 2010 - MARCH 2012

# ARTISTS AND WRITERS RESIDENCIES

www.vermontstudiocenter.org



RE: Leonardsville NY Docket# 1370252-13364 Item 38 Page 55

June 15, 2011

Memo to the record: The attached March 2011 issue of "Morganotes of the Western new York Morgan Owners Group" was submitted and added to the official record.

Jane Wolfgang

Jane Wolfgang A/Optimization Coordinator



#### Customers him the rouge should emanate from years workend because that office is dices-

The dislivery souls has been constally responsed to ensure that the most input efficient works is provided. Athinigh according Post Office is closer for some customers, Bridgewinter is obser for others.

## Cancern (No Opinion): Customers inquired about mailbox installation and maintenance.

Customers are registrative for mailton habitation and mailteanance. Mailtones must be placed at that they may be safely and consumerly served by the carrier and must be located an the right-hand side of the road in the decision of the carrier's travel, Mailtrux equiports should confirm to state times and highway regulations. The Postal Sentor recommends that presented to administrative positioner or partie for advice on placement of malipower and malitim height and

## 11. Concern (No Opinion): Customers were consumed about a shange of address

Customers who retain their PO Box or currently have street delivery WILL NOT be required to change their address. OHLY supportunities attending to global their PO Box and hagin elevel defining would be required to change their address, if a final determination is made to close or oppositive this office.

## Concern (No Opinion): Customers were concerned about having to travel to another post office for service

Services provided at the poor office will be evaluated from the context, and constances will not have to travel to enotine postoffice for service. Most transactions do not require meeting the centrer at the makings, Shimps by Melt and Money Online Application forms are available for customer convenience.

## Concern (No Opinion): Customers were concerned about taler itselvery of mail

A sustioner's location on a corner's tree of traver determines the time of day mod is delivered. They, of course, precludes providing early delivery of steel to every conformal because, no matter how we structure a route, nomelately must be last. We bb, Issuever, carefully consider the volume of mail for each noute so that ere can deliver the greatest arroved of mail at the similarly possible hour. With the largest fleet of pelyary valuates in the world we must pay special attention to unargy consensation measures, to minimize vehicle and fuel expenses. When the price of gestiline goes up one cent per gallier out total grapoline cost nees more than \$5 million. Therefore, when structuring a route, we must fullance our goal to deliver as: much mail as possible as early as possible with the reset to minerals the travel distance a node must saver.

## 14 Concern (No Opinion): Customers were concerned about mail security

Customers may place a lock on their numbouses. The mathon must have a skill large enough to accommodate the comments. normal daily mail volume. The Poulai Service does not upon realthouse which are looked and itsus not accept keys for this UL/DOSS.

## Concern (No Opinion): Customers were concerned about obtaining accountable med and large parcels

If you live less than, one-half mile from the line of travel, the corner will attempt delivery of eccontrible force and large roats to the continuers residence. If the live over one half into every or is not none when delining to attempt at, a notice will be left to the minition. Large purpole will be left outside the mathem of at a designment location or a notice will be left in the mailtate. Alternated delivery fame will be taken track to the admirrorrative Post Office. Continuous may pack up the New of the post office, request redelivery on another day or authorize delivery to another party-

## Concern (No Opinion): Customers were concerned about obtaining services from the center

Head services provided at the post office are evaluate from the center. Most transactions its not require meeting the conter at the multips. Disrups by Mail and Movey Onlin Application forms are available for quotines not exempted. Unlied below are appearance evaluate from the parties and how to detain them.

#### PURCHABING STAMPS BY MAIL

The Stampe by Mail Prignish provides customers the apportunity to purchase stamps, emissions, and postal cards by using Form 3227-R, Stamp Purchase Order (Ruret), evaluates from the post office of the carrier, Commissionalitie stamps and stamp collecting products are also smallable. The customer addresses the postage paid order from wavelope, engineer payment by personal chack or poulst nimitely pinter made payelde to the US Poolet Service, and made the form (postage-free) or leaves if in the multiple for the parties to pick up. Most orders are processed overright, and some immediately

#### PURCHABING POSTAL MONEY ORDERS

Quaturiers may purchase money arthris by meeting the carrier at the malibox, completing an application, and paying the camber (in cosh) this price of this receipt order, plus the fee. The carrier gives the customer a receipt for the application. The memory ander is completed before the continc returns to the pool office, and a money order receipt is left in the continuer's mailten on the test delivery day. Most continues provide the parties with a stamped, self-addressed envelope in which the completed money order to market to its destination. If posturiors prefer, the completed money orders will be returned for verification on the next delivery stey.

#### SPECIAL SERVICES

Special services such as certified, registered, Express Hall, delivery confirmation, signature confirmation, and COO may be obtained from the carrier by leaving a cole in the malbox, along with the appropriate payment. The center will provide the services that slay and leave a continuer record in the molitox on the next delivery day.

#### HOLDING MAIL

Continues who will be away for an extended time, such as a vacation, may request that their mad be need at the post office during their absence. Upon return the suntener eate the post office to resume delivery

## 17. Concern (No Opinion): Customers were concerned about senior citizens

#### Response:

Carrier service is beneficial to many servic citizens and those who face special challenges because the carrier can provide

are made for hardship cases or special customer needs. To request an exception for hardship delivery, customers may contact the administrative postmister for more infrartation.

## 18 Concern (No Opinion): Conscions were concerned about the multiposes being damaged by anowplows

Please contact the administrative postmisses to determine the proper matter location and systellation method that would help alexals this concern. Placing the mailtrat or a long, wainging, horizontal ploe is one method often used to exist damage by

## 18. Concern (No Opinion) No Concern

#### Fieldpoross:

## Concern (No Opinion). You were concerned about having to insvel to another post office for service.

Services provided at the post office will be assistate from the center, and sustanees will not have to travel to enother post. office for service. Most transactions do not require meeting the carrier at the matters: (thereis by Mail and Money Order Application forms are everlated for suptomer convenience

## 21. Concern (Unif averable). Customers asked why their post office was being discontinued white others were retained.

Post offices are reviewed tin a case-by-case basis. When there is a vacarity in a small office, it is opplorately to conduct a aboly of the business autivity and introdigate the fessibility of providing service by ellerade means.

#### Concum (UnFavorable).

22. Customers expressed concern for those customers with disabilities who are not able to go to adminoffice Post Office to pick up their mail

#### Response

Qualitatives are not required to brave to another post office to receive med or ottain retail pervious. These services will be provided by the corner to a roadside multipox incased close to continues; resistances, to hardwise cases, delivery can be made to the home of a materiar. Changes in the type of delivery are considered where service by ealeting methods would impose an extreme physical Nichebia for an individual customer. Any request for a change in delivery method must be submitted in writing to the administrative poetments:

## 25 Coccern (LinFavoruble) Customers questioned the economic savings of the proposed deconfinuance

#### **Певропы**

Conter service is more cost-effective trust maintaining a postal facility and postmester position. This Puntal Service estimates an poetive arroad sevings.

#### Nonpostal Concurrs

#### The following nonpostal concerns were expressed

## Concum (No Opinion):

Customer expressed a concern about the loss of a gathering place and an information center.

The book shursh or a convenient market can provide a site for the conveying to patter, socialize, and shaw information.

#### Concern (No Opinion):

#### Customer expressed a concern about the loss of the community bulletin board at the Post Office.

#### Response

Many retail sudsets and grocery stores are now displaying a public building board in which items can be posted for ease, and/or tost and found have part for posted, and a variety of other information. The Creakle Post Office Post office elective a public bulletts beard selects may be used to post the same information.

## Concern (No Opinion): Customers left closing the Leonardsville post office would cause property values to decline.

There is no enderce to indicate that property values decline when a post office is discorranged. There has been making growth in the area and carner service can accommodate any fakare growth.

### Concern (No Opinion):

## Customers felt the loss of a post office would have a definmental affact on the business community.

#### Resportant.

Sustnesses generally require require and effective postal services, and these will always be provided to the Leonardsville community. There has been no validates that the business community has been advancely affected. Oursdomning responses revested that costumers will continue to use local businesses if the post office is discontinued.

## Community Meeting Roster

Postal Service Respresentive (Names and	Titles):	Date: 04/29/2011
Brian shepardson Postal Operations Mana	ager	Time 9:00 a.m.
David Moore Postmaster Manilus		
Eva Gigon Postmaster Fayetteville		
Total Number of Customers Present:	120	Leonardsville Post Office Lobby (Open House style format-arrive anytime during times posted Place: on letter)

This document may become a part of the official record that will be available for public viewing.

### Names of Customers Present:

Name	Mailing Address (optional)	Zip Code	Phone Number
Kobe stalelratten	PO BOY 182	13364	315 855 7807
KingelDieneller	B0X182	13364	715 855 7807
Jean C. Davis	80. Box 86	1334	35 85-7523
Lucy C. Harwood		13364	315-855-4247
Wendy Darrett	P, O, Box 220	13344	(3/5) 855 - 4403
Oileen Pardow	6271 Collary 18	13491	315-855-7626
Scor BARRETT	P.O. By 226 LEGAMON	Lie 1)364	315 855-4403
Lysh Janu	PU BUX 23	13364	318-855-7813
Shang Jones	Pa Bay 23	133644	35 855 7813
Renate Nollar	PO Box 199	13364	315 855 4654
Ressell Like	P.O. Box 85	13364	955-1515
Aon long	P&BOX 222	13364	3155802067
June wood,	POBOX 45	13354	315- 555-7871
Don Will	P.O 87	13364	11 " 4186
Dano Cartle Miles	PO128,144,27	13364	7631

## Community Meeting Roster

Postal Service Respresentive (1	Names and Titles):		Date: 04/29/2011
Brian shepardson Postal Opera	itions Manager		Time 9:00 a.m
David Moore Postmaster Manii	us		
Eva Gigon Postmaster Fayette	ville		
Total Number of Customers Pre	sent:	Leonards style forma Place: on letter)	ville Post Office Lobby (Open House t-arrive anytime during times posted
	part of the official record that will b	e available for public view	ing.
Names of Customers Present Name	Mailing Address (optional)	Zip Code	Phone Number
Margaret Hughes	PO#32	13364	855-7819
maxine Cadwell	POBH122	13364	
andrew N. Forest	- P.O . Dax 162	13344	935-7830
Du Ludmenson	866 WWW.35	13491	822-3001
Patent Suc	POB 234	13364	855-7841

### Postal Service Customer Community Meeting Analysis

(categorize customer concerns as postal or nonpostal and provide the Postal Service response for each.)

#### Postal Concerns

#### Concern (UnFavorable):

#### Customers questioned the economic savings of the proposed discontinuance

#### Response

Carrier service is more cost-effective than maintaining a postal facility and postmuster position. The Postal Service estimates an positive annual savings.

### Concern (UnFavorable):

### Customers were concerned about vandalism of their mail box.

#### Response:

A questionnaire was sent to the postal inspection service concerning mall theft and vandatism in the Leonardsville area. Their records indicate that there has not been any report of mail theft or vandatism in the area. Local law enforcement record notice the same results.

#### Concern (UnFavorable):

## Customers questioned whether the facility was inadequate

#### Response.

The office is currently vacant. The study is management initiated to determine if regular and effective service can be provided through alternate means.

### Concern (UnFavorable):

### Customers were concerned about the limited hours of operation at the post office

#### Response

Postmanter level and office service hours are determined by a workload analysis which includes the number of deliveries and revenue. The Bridgewater Post Office will provide at least the same number of window service hours as the Leonardsville Post Office.

### Concern (UnFavorable):

## 5. You were concerned about having to travel to another post office for service

#### Response

Services provided at the post office will be available from the carrier, and customers will not have to travel to another post office for service. Most transactions do not require meeting the carrier at the mailbox. Stamps by Meil and Money Order Application forms are available for customer convenience.

### Concern (UnFavorable):

## Customers were concerned about the mailboxes being damaged by snowplows.

#### Response

Please contact the administrative postmaster to determine the proper mailbox location and installation method that would help alleviate this concern. Placing the mailbox on a long, swinging, horizontal pipe is one method often used to avoid damage by snowplows.

#### Concern (UnFavorable):

#### Customers were concerned about senior citizens

#### Response

Carrier service is beneficial to many senior citizens and those who face special challenges because the carrier can provide delivery and retail services to Customers do not have to make a special trip to the post office for service. Special provisions are made for hardship cases or special customer needs. To request an exception for hardship delivery, customers may contact the administrative postmaster for more information.

#### Concern (UnFavorable):

## Customer expressed a concern about package delivery and pickup

#### Response:

Rural carriers will deliver packages that fit in your rural mail box, if the package does not fit in the mail box, the carrier will deliver the package up to ½ mile off the line of travel, at a designated place, such as on your porch or under a carport.

#### Concern (UnFavorable):

#### Customer expressed a concern about leaving money in the mailbox

#### Response:

A questionnaire was sent to the postal inspection service concerning risal theft and vanidalism in the suspended Post Office area. Their records indicate that there has not been any report of mail theft or vanidalism in the area. However, oustomers may place a note in their mailboxes instructing the carrier to sound their hom when they arrive, in order to

### Concern (UnFavorable):

#### Customer expressed a concern about irregular hours that the rural route serves the community

Our carriers strive to provide service at approximately the same time on a daily basis, however mail volumes and weather conditions often effect delivery times. If you desire special services from the runal carrier you may leave a note in your mailbox instructing the carrier to sound his horn, and then meet the carrier to receive services. Retail services may also be obtained at the administrative post office located 5.0 miles away.

### Concern (UnFavorable):

### Customers expressed concern about having to erect a rural mailbox

#### Response

Customers may receive PO Box service from the administrative Post Office located 5.0 miles away.

#### Concern (UnFavorable):

### Customers inquired about mailbox installation and maintenance

Mallboxes must be placed so that they may be safely and conveniently served by the carrier and must be located on the right-hand side of the road in the direction of the carrier's travet. Mailbox supports should conform to state laws and highway regulations. The Postal Service recommends that customers contact the administrative postmaster or carrier for advice on placement of mailboxes and mailbox height and supports.

#### Concern (UnFavorable):

## Customers were concerned about a change of ZIP Code

The Postal Service is helping to preserve community identity by continuing the use of the Leonardsville ZIP Code in addresses and in the National Five-Digit ZIP Code and Post Office Directory.

#### Concern (UnFavorable):

### 14. Customers expressed concern for those customers with disabilities who are not able to go to adminoffice Post Office to pick up their mail

Customers are not required to travel to another post office to receive mail or obtain retail services. These services will be provided by the carrier to a roadside mailbox located close to customers' residences. In hardship cases, delivery can be made to the home of a customer. Changes in the type of delivery are considered where service by existing methods would impose an extreme physical hardship for an individual customer. Any request for a change in delivery method must be submitted in writing to the administrative postmaster.

#### Concern (UnFavorable):

### Customers were concerned about permit mailing

Responsibility for the permit account will be has been transferred to the Bridgewater Post Office. Mailings must be submitted to that office for verification. Gustomers interested in obtaining a permit should contact the administrative postmaster.

#### Concern (UnFavorable):

### Customer expressed a concern about the inability of the rural carrier to weigh and rate letters and packages

The rural carrier will accept any letters or packages for mailing. The carrier will estimate the cost and provide a receipt for any money received. On the following delivery day the carrier will provide change or a bill for the amount over the estimate.

### Concern (UnFavorable):

### Customers felt inclement weather and poor road conditions might impede delivery

Both inclement weather and heavy mail volume can cause deviations from the normal delivery schedule. However, the carrier is required to provide a vehicle of adequate size, equipped with necessary equipment (chains or snow tires, warning lights or signs, etc.) to serve the route safety and efficiently and in accordance with federal, state, and local motor vehicle laws and regulations.

#### Nonpostal Concerns

### Concern (No Opinion):

#### Customers expressed concern for loss of community identity

A community's identity derives from the interest and vitality of its residents and their use of its name. The Postal Service is helping to preserve community identity by continuing the use of the suspended Post Office name and ZIP Code in addresses and in the National Five-Digit ZIP Code and Post Office Directory.

### Concern (LinFavorable):

### Customer expressed a concern about the loss of the community bulletin board at the Post Office.

#### Response:

Docker, 1370252 - 11364 Bert Nhr: 25 Page Nhr: 1

and/or lost and found items can be posted, and a variety of other information. The Oneida Post Office Post office also has a public bulletin board which may be used to post the same information.



May 11, 2011

RE: Leonardsville NY

Memo to the record. This is a place card for item 26 <u>Community meeting letter (If community meeting held prior to questionnaire)</u> Meeting was held after questionnaires were sent. Reference item 21.

Nadine Tremblay

Nadine Tremblay Post Office Review Coordinator



## The

DOCKET NO ITEM NO. PAGE

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	27	_

## Horned Dorset

Inn

Leonardsville, NY 13364

Mr. Brian Shepardson Manager, Post Office Operations 30 Karner Rd. Albany, NY, 12288-9992

April 26, 2011

Dear Mr. Shepardson,

Our concerns have been preliminarily sent to you.

This letter, along with a petition signed by 116 Leonardsville PO customers, further demonstrates our firm resolve to fight the closing of our local post office. After losing our school and our only store, the importance of the post office to the livability of our community should not be underestimated or trivialized by the Postal Service.

Last year, a new business, a hand-crafted specialty cheese manufactory, was opened in Leonardsville. It relies on the USPS to ship its products. Another business, a former tetail bookstore, decided to close to the public and focus exclusively on antiquarian books to be sold via internet and shipped via USPS. Presently, a local resident is planning to start a medical billing business which would rely heavily on the USPS for its success. Our own group, the co-owners of The Horned Dorset Inn, are in the process of developing an artists' residency program which has as its goal the rehabilitation of many houses and commercial buildings in the town making the area an attractive place for artists, writers and musicians to visit and live. After researching the impact made by similar enterprises in other communities, we estimate that the volume of business done by the post office in Leonardsville may easily double within the next two years.

At a time when we are actively working with high hopes for revitalizing the town, the closing of the PO would be a huge blow to many (some of these plans include government community revitalization grants).

Although Section 101 of US Code 39 states that "No small post office shall be closed solely for operating at a deficit, it being the specific intent of the Congress that effective postal services be insured to residents of both urban and rural communities," we realize that we may have to share in the burden of budgetary cutbacks and be content with a post office which operates on a part-time basis with an Officer in Charge rather than a Postmaster. We need our post office and are asking for your timely assistance in saving this significant part of our American heritage.

Sincerely,

Kingsley Wratten, co-owner, The Horned Dorset Inn and Horned Dorset Colony

### NYS Sen. David Valesky (49th District)

333 E. Washington St. 805 State Office III.le DOCKET NO. /37025213364

805 State Office Bldg. Syracuse, NY 13202

ITEM NO.

valesky@senate.atate.nv.na PAGE

### NYS Sen. James Seward (51st District)

41 So, Main St. Oneonta, NY 13820 sewani@senate state ny us

### Assemblyman William Magee

111th District 214 Farrier Ave. Onelda, NY 13421 315 361 4125 (Oneonta) 607 432 1484

## Congressman Richard Hanna (Otsego Co.)

319 Cannon HOB Washington, DC 20515 or: 258 Genesee St. Utica, NY 13502 315 724 9740

## Congressman William Owens (Madison Co.)

319 Cannon HOB Washington, DC 20515-3223 or: 131 Main St., Suite 102e Oneida, NY 13421 315 367 0041

### Senator Kirsten Gillibrand

Leo O'Brien Bldg, Room 821 Albany, NY 12207 518 431 0120

### Senator Charles Schumer

Leo O'Brien Bldg. Room 420 Albany, NY 12207 518 431 4070

## EDWARD PHELAN

Dest. Manager

30 Karner Rd. Albany, NY 12288-9992

A COPY OF THE ATTACHED LETTER HAS BEEN SENT TO ALL OF THE ABONE

	WE, THE UNDERSIGNED POSTAL SERVICE O	CUSTOMERS (N
	LEONARDSUILLE, N.Y., DO NOT BELIEVE . CHANGE IN THE WAY (OUR) POSTAL	THAT "A POSSIBLE
	PROVIDED" WOULD BE POSITIVE FOR	OUR COMMUNITY.
	IN FACT, WE BELIEVE THAT IT WO	
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B) BX 138

DOCKET NO. 1370452-13344 ITEM NO. PAGE ADDRESS NAME DATE POBOX 137 50 P. Lee thour PO Box 196 POBOX189 LOOMOUCHILLE 4-25-11 52 Cathyteo POB 187 LSONPASSURIIS #1354 4/cs/11 SOSET LAGURENS Ruth Stankbucker PUBBIT Lemontonle. My 4/25/1 2000 Detatement POSYSHT LEONDOWE MY BEL 56 elly D. Bones II POBOX 101 CENTERST. Leasans Putrox 239 21/7Rt8 2 Ville Mx 14. Havard PoBX76 Leonardshille Afterup Keelin POBox 93 Leonandsviller 4/281 wille PO Box 113 ceonards ville 4/28. 61 Karun Profuence POROX BS Leondulle 4/25/11 Jessica Edwards Pobox 58 Leonardsville Ex PO Da 58 10 Bix 98 learandsulle ROOM COT Leongdowste PO BOX 218 Lionadoville 69 then you Higgins Po Box 2016 Leonardsullery POBOX 226 LEONARDSVILLE NIG 10 Malen PoBox 226 Leonsardsville NO 4/18/11 A2011-51 POR BOX 216 Leonardsville NY 435/100324

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## Proposal Checklist

Section I	Responsiveness to Community Postal Needs
	Tell what we are doing and why.
	is reason for discontinuance justified and documented in the record?
	If suspended, what type of alternate service customers are now receiving?
	Reason for vacancy and information on postmaster/OIC
	Number of customers and type of service they received and will receive.
	Hours of service, daily window transaction average, number of permit mailers, and postage mete users.
	Last three fiscal years of revenue and revenue units.
	Decline in service workload/reduction in EAS level, if appropriate.
	Nearest Post Office, office level, miles away, hours of service, number of Post Office boxes available.
	Administrative/emanating office — office level, miles away, hours of service, number of Post Office boxes available.
	If the nearby/administrative Post Office has a different Post Office box fee schedule, this is stated in the proposal.
	Preproposal activities — questionnaires: number of favorable, unfavorable and no opinion responses must equal the total number of questionnaires returned. List customer concerns and Postal Service responses.
	Community meeting. Number of customers who attended, customer concerns, and Postal Service responses.
	Information on petitions and congressional inquiries included with Postal Service responses.
7	Revised proposal states dates and locations the proposal was posted for 60 days. Number of comments received, customer concerns and Postal Service responses.
100	Advantages and disadvantages of proposed alternate service.
	Any other pertinant information concerning Postal Service needs.
Section II	Effect on the Community
	Brief background of area, community government, population, etc.
V	Number of businesses, religious institutions, schools, local government offices, social organizations, etc.
	Was Post Office used as meeting place?
- 7	Was Post Office a shelter for a bus stop?
	Did the Post Office have a public bulletin board?
	Were government forms available at the Post Office?
17	Did the Post Office provide assistance to senior citizens, persons with disabilities, etc.?
	What is the historical value of the office?
	Is an address change necessary?
	Will the community identity be preserved?
17	What are the growth trends (flat, up, down)?
	Were any other nonpostal items identified?
Section III	Effect on Employees
$\checkmark$	Paragraph explaining about postmaster vacancy/OIC/other career and noncareer employees of the office. If a postmaster or other employees are reassigned this must be explained and tell whether the reassignments are voluntary.



05/12/2011

SENIOR VICE PRESIDENT GOVERNMENT RELATIONS AND PUBLIC POLICY 475 L'ENFANT PLAZA SW RM 10804 WASHINGTON DC 20260-3500

SUBJECT: Posting of the Proposal to Close the LEONARDSVILLE Post Office Docket No. 1370252

This is to advise you that on 05/13/2011, I will post for public comment a proposal to close the LEONARDSVILLE Post Office in Madison, Congressional District No. 23

If you have any questions, please call NADINE TREMBLAY District Review Coordinator at (518) 452-4085.

EDWARD PHELAN District Manager ALBANY PFC District

cc Manager, Customer Service Operations Area Manager, Public Affairs and Communications

Enclosures: PS Form 4920 Proposal

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05/12/2011

OFFICER-IN-CHARGE/POSTMASTER

SUBJECT: Letter of Instructions Regarding Posting of LEONARDSVILLE Proposal Docket No. 1370252 - 13364

Please post the ericlosed proposal to close the LEONARDSVILLE Post Office in the lobby. The proposal must be posted in a prominent place from 05/13/2011 through close of business on 07/14/2011. The posting must last at least 60 days and the first day does not count.

Round-date stamp the cover of the proposal on the date of posting and on the date of removal. Also, post the "Invitation for Comments" next to the proposal and round-date stamp it in the same manner.

Additional copies of the proposal and comment forms are enclosed. Provide them to customers upon request.

Also enclosed is the official record on which this proposal is based. Customers may read it, however, they may not remove it from your office. When a customer requests a copy of the record, provide it upon payment of any fees prescribed in AS-353 Guide to Privacy and the Freedom of Information Act. If you do not have photocopy equipment, take the customer's name, address, and telephone number and contact the district for a copy of the record.

At the expiration of the posting period, further instructions will be provided. If there are any questions, please contact me at (518) 452-4085.

NADINE TREMBLAY
Post Office Review Coordinator
ALBANY PFC District

Enclosures PS Form 4920
Proposal
Invitation for Comments
Comment Forms
Official Record

Date of Posting: 05/13/2011

Date of Removal 07/14/2011

### UNITED STATES POSTAL SERVICE

INVITATION FOR COMMENTS ON THE PROPOSAL TO CLOSE THE LEONARDSVILLE, NY POST OFFICE AND EXTEND SERVICE BY RURAL ROUTE SERVICE

To the customers of the Leonardsville Post Office:

The Postal Service is considering the close of the Leonardsville Post Office for reasons stated in the accompanying proposal.

During the 60-day posting period from 05/13/2011 through 07/14/2011 you are invited to provide written comments. Comments will be most helpful if they offer specific opinions and information favorable or unfavorable regarding the potential effect of the proposed change on postal services and on the community. Your comments will be carefully considered and will be incorporated into the official record, which will be made public if the proposal is finalized.

Copies of the proposal and optional comment forms are available upon request at the Leonardsville Post Office. If you choose to use the optional comment form and need additional space, please attach additional sheets of paper.

Please return the comment form to:

NADINE TREMBLAY 30 KARNER RD ALBANY, NY 12288-9992

For more information, you may call NADINE TREMBLAY at (518) 452-4085 or write to the above address.

Thank you for your assistance.

Burn Shperdon

BRIAN SHEPARDSON 30 KARNER RD

ALBANY, NY 12268-9992

Date of Posting: 05/13/2011

Posting Round Date:

Date of Removal: 07/14/2011

Removal Round Date:

PROPOSAL TO CLOSE
THE LEONARDSVILLE, NY POST OFFICE
AND EXTEND
SERVICE BY RURAL ROUTE SERVICE

DOCKET NUMBER 1370252 - 13364

## I. RESPONSIVENESS TO COMMUNITY POSTAL NEEDS

The Postal Service is proposing to close the Leonardsville, NY Post Office and provide delivery and retail services by rural route service under the administrative responsibility of the Bridgewater Post Office, located five miles away.

The postmaster position became vacant when the postmaster retired on July 30, 2009. Since the postmaster vacancy an OIC has been installed to operate the office. Postmaster level and office service hours are determined by a workload analysis which includes the number of deliveries and revenue.

The office is being studied for possible closing or consolidation due to the following reasons. Management initiated study to determine if regular and effective service can be provide through alternate channels.

The Leonardsville Post Office, an EAS-11 level, provides service from 08:00 to 12:00 and 13:00 to 16:45 Monday - Fnday , 07:30 to 10:00 Saturday and lobby hours of 08:00 to 12:00 and 13:00 to 17:00 on Monday - Friday and 07:30 to 10:30 on Saturday to 136 post office box customers and no delivery customers. Retail services included the sale of stamps, stamped paper, and money orders, special services such as Registered Mail, Certified Mail, Insured Mail, COD Mail, and Express Mail services, and the acceptance and dispatch of all classes of mail.

The retail window everaged 29 transaction(s) accounting for 42 minute(s) of retail worldoad daily. With minimal worldoad, the Postal Service feels that effective and regular service will be provided by rural route service. Office receipts for the last 3 years were: \$29,123 ( 70 revenue units) in FY 2005; \$30,256 ( 79 revenue units) in FY 2009; and \$28,397 ( 74 revenue units) in FY 2010. There were no permit mailer(s) or postage meter oustomer(s).

On April 29, 2011, representatives from the Postal Service were available at Leonardsville Post Office Lobby (Open House style format) to answer questions and provide information to oustomers. 20 customer(s) attended the meeting.

On April 20, 2011, 137 questionnaires were distributed to delivery customers of the Leonardsville Post Office, Questionnaires were also available over the counter for retail customers at the Leonardsville Post Office, 55 questionnaires were returned. Responses regarding the proposed alternate service were as follows: 7 favorable, 29 untavorable, and 19 expressed no opinion.

If this proposal is implemented, delivery and retail services will be provided by the Bridgewater Post Office, an EAS-13 level office. Window service hours at the Bridgewater Post Office are from 05:00 to 13:00 and 14:00 to 16:45. Monday through Friday, and 06:00 to 11:00 on Saturday. There are 189 post office boxes available.

The following concerns were expressed on the returned questionnaires, at the community meeting, from customer letters, on the petition, and from the congressional inquiry:

1. Concern:

Response:

Customer expressed a concern about obtaining services from the carrier.

Retail services provided at the post office are available from the carrier. Most transactions do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer convenience. Listed below are some services available from the carrier and how to obtain them. PURCHASING STAMPS BY MAIL The Stamps by Mail Program provides customers the opportunity to purchase stamps, envelopes, and postal cards by using Form 3227-R, Stamp Purchase Order (Rural), available from the post office or the carrier. Commemorative stamps and stamp collecting products are also available. The customer addresses the postage paid order form envelope, encloses payment by personal check or postal money order made payable to the US Postal Service, and mails the form (postage-free) or leaves it in the mailbox for the carrier to pick up. Most orders are processed overnight, and some immediately. PURCHASING POSTAL MONEY ORDERS Customers may purchase money orders by meeting the carrier at the mailbox, completing an application, and paying the carrier (in cash) the price of the money order, plus the fee. The carrier gives the customer a receipt for the application. The money order is completed when the carrier returns to the post office, and a money order receipt is left in the customer's mailbox on the next delivery day. Most customers provide the carrier with a stamped, self-addressed envelope in which the completed money order is mailed to its destination. If oustomers prefer, the completed money orders will be returned for verification on the next delivery day, SPECIAL SERVICES Special services such as certified, registered, Express Mail, delivery confirmation, signature confirmation, and COD may be obtained from the carrier by leaving a note in the mailbox, along with the appropriate payment. The carrier will provide the services that day and leave a customer receipt in the mailbox on the next delivery day. HOLDING MAIL Customers who will be away for an extended time, such as a vacation, may request that their mail be held at the post office during their absence. Upon return the customer asks the post office to resume deli-

Rural carriers will deliver packages that fit in your rural mail box, if the Response: package does not fit in the mail box, the carrier will deliver the package up to 15 mile off of the line of travel, at a designated place, such as on your porch or under a carport. Customer expressed concerned about safety of location of Bridgewater Concern: Post Office. Services provided at the post office will be available from the carrier, and Response: customers will not have to travel to another post office for service. Most transactions do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer. convenience Customer submitted a summary of meeting notes Concern: The customer r notes have been entered into the official record. Response: Customer suggested it's likely more people would use the facility if window hours were changed for earlier and later periods each day. This could be done on alternate days, reducing overall daily postal hours to Concern: = save costs. The customer r suggested has been duly noted and added to the official Response: record. Customer was concerned that questions on the survey do not address. 8. Concern: many of the customers issues which are best addressed in person. The customer riletter dated April 29, 2011, and mailed April 30, 2011, Response: has been entered into the official record for the feasability study of the Leaonardville Post Office. Your letter highlights a unique probability of increased volume/revenue from revitalization programs and The Homed Dorset aponsorship of the artists' residencey program. Customers asked why their post office was being discontinued while 7. Concern: others were retained Post offices are reviewed on a case-by-case basis. When there is a Response: vacancy in a small office, it is customary to conduct a study of the business activity and investigate the feasibility of providing service by atternate means. Customers expressed concern about having to erect a rural mailbox Concern: Customers are not required to erect rural mailboxes. Customers may Response: receive PO Box service from the administrative Post Office located 5.0. milles away. Customers expressed concern for loss of community identity Concern: A community's identity derives from the interest and vitality of its Response: residents and their use of its name. The Postal Service is helping to preserve community identity by continuing the use of the suspended Post Office name and ZIP Code in addresses and in the National Five-Digit ZIP Code and Post Office Directory. Customers expressed concern for those customers with disabilities who are not able to go to adminoffice Post Office to pick up their mail Concern: Customers are not required to travel to another post office to receive Response: mail or obtain retail services. These services will be provided by the carrier to a roadside mailbox located close to customers' residences. In hardship cases, delivery can be made to the home of a customer Changes in the type of delivery are considered where service by existing methods would impose an extreme physical hardship for an individual. customer. Any request for a change in delivery method must be

submitted in writing to the administrative postmaster.

The delivery route has been carefully reviewed to ensure that the most Response: cost-efficient service is provided. Although another Post Office is closer. for some customers, Bridgewater is closer for others. Customers inquired about mailbox installation and maintenance Concern: Customers are responsible for mailbox installation and maintenance. Response: Mailboxes must be placed so that they may be safely and conveniently served by the carrier and must be located on the right-hand side of the road in the direction of the camer's travel. Mailbox supports should conform to state laws and highway regulations. The Postal Service recommends that customers contact the administrative postmaster or carrier for advice on placement of mailboxes and mailbox height and Customers questioned the economic savings of the proposed Concern: discontinuance Carrier service is more cost-effective than maintaining a postal facility Response: and postmaster position. The Postal Service estimates an positive annual savings. Customers were concerned about a change of address Concern: Customers who retain their PO Box or currently have street delivery Response: WILL NOT be required to change their address. ONLY customers electing to close their PO Box and begin street delivery would be required to change their address, if a final determination is made to close or consolidate this office. Customers were concerned about having to travel to another post office Concern for service Services provided at the post office will be available from the carrier, and Response: customers will not have to travel to another post office for service. Most transactions do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer convenience: Customers were concerned about later delivery of mail të Concern: A customer's location on a carner's line of travel determines the time of Response: day mail is delivered. This, of course, precludes providing early delivery of mail to every customer because, no matter how we structure a route, somebody must be last. We do, however, carefully consider the volume of mail for each route so that we can deliver the greatest amount of mail at the earliest possible hour. With the largest fleet of delivery vehicles in the world we must pay special attention to energy conservation measures, to minimize yahide and fuel expenses. When the price of gasoline goes up one cent per gallon our total gasoline cost rises more than \$8 million. Therefore, when structuring a route, we must balance our goal to deliver as much mail as possible as early as possible with the need to minimize the travel distance a route must cover. Customers were concerned about mail security 17. Concern: Customers may place a lock on their mailboxes. The mailbox must have Response: a slot large enough to accommodate the customer's normal daily mail volume. The Postal Service does not open mailboxes which are locked and does not accept keys for this purpose. Customers were concerned about obtaining accountable mail and large 18 Concern: parcels.

Discher: 1379/33 - 12104 familyly: 32 Page NGC 5

Response:

15 Concern:

Response

20. Concern:

Response:

21. Concern:

Response:

If you live less than one-half mile from the line of travel, the carrier will attempt delivery of accountable items and large parcels to the customer's residence. If the live over one-half mile away or is not home when delivery is attempted, a notice will be left in the mailbox. Large parcels will be left outside the mailbox or at a designated location or a notice will be left in the mailbox. Attempted delivery items will be taken back to the administrative Post Office. Customers may pick up the item at the post office, request redelivery on another day or authorize delivery to another party.

Customers were concerned about obtaining services from the carrier

Retail services provided at the post office are available from the carrier. Most transactions do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer convenience. Listed below are some services available from the carrier and how to obtain them.

# PURCHASING STAMPS BY MAIL

The Stamps by Mail Program provides customers the opportunity to purchase stamps, envelopes, and postal cards by using Form 3227-R. Stamp Purchase Order (Rural), available from the post office or the carrier. Commemorative stamps and stamp collecting products are also available. The customer addresses the postage paid order form envelope, encloses payment by personal check or postal money order made payable to the US Postal Service, and mails the form (postage-free) or leaves it in the mailbox for the carrier to pick up. Most orders are processed overnight, and some immediately.

# PURCHASING POSTAL MONEY ORDERS

Customers may purchase money orders by meeting the carrier at the mailbox, completing an application, and paying the carrier (in cash) the price of the money order, plus the fee. The carrier gives the customer a receipt for the application. The money order is completed when the carrier returns to the post office, and a money order receipt is left in the customer's mailbox on the next delivery day. Most customers provide the carrier with a stamped, self-addressed envelops in which the completed money order is mailed to its destination. If customers prefer, the completed money orders will be returned for verification on the next delivery day.

## SPECIAL SERVICES

Special services such as certified, registered, Express Mail, delivery confirmation, signature confirmation, and COD may be obtained from the carrier by leaving a note in the mailbox, along with the appropriate payment. The carrier will provide the services that day and leave a customer receipt in the mailbox on the next delivery day.

## HOLDING MAIL

Customers who will be away for an extended time, such as a vacation, may request that their mail be held at the post office during their absence. Upon return the customer asks the post office to resume delivery.

Customers were concerned about senior citizens

Carrier service is beneficial to many senior offizers and those who face special challenges because the carrier can provide delivery and retail services to Customers do not have to make a special trip to the post office for service. Special provisions are made for hardship cases or special customer needs. To request an exception for hardship delivery, customers may contact the administrative postmaster for more information.

Customers were concerned about the mailboxes being damaged by snowplows

Please contact the administrative postmaster to determine the proper mailbox location and installation method that would help alleviate this concern. Placing the mailbox on a long, swinging, horizontal pipe is one method often used to avoid damage by snowplows.

You were concerned about having to travel to another post office for 22 Concern: service Services provided at the post office will be available from the carrier, and Response: customers will not have to travel to another post office for service. Most transactions do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer convenience. Customers questioned the economic savings of the proposed discontinuance. Concern was also expressed that too much money was Concern: spent in the larger offies Camer service can be and, in this case, is more cost-effective than Response: maintaining a postal facility and a postmaster position. The Postal Service estimates an annual savings of approximately totals avings. Additional funds are necessary in larger cities because of a greater workload. Larger cities often realize greater revenue which can offset. their greater expenses. Customer expressed a concern about irregular hours that the rurst route Concern: serves the community Our carners atrive to provide service at approximately the same time on Response: a daily basis, however mail volumes and weather conditions often effect delivery times. If you desire special services from the rural carrier you may leave a note in your mailbox instructing the carrier to sound his from, and then meet the carrier to receive services. Retail services may also be obtained at the administrative post office located 5.0 miles away. Customer expressed a concern about leaving money in the mailbox 25: Concern: A questionnaire was sent to the postal inspection service concerning Response: mail their and vandalism in the suspended Post Office area. Their records indicate that there has not been any report of mail theft or vandalism in the area. However, customers may place a note in their mailboxes instructing the carrier to sound their horn when they arrive, in order to transact financial business. Customer expressed a concern about the inability of the rural carrier to Concern: weigh and rate letters and packages 26: The rural carner will accept any letters or packages for mailing. The Response: carrier will estimate the cost and provide a receipt for any money received. On the following delivery day the carrier will provide change or a bill for the amount over the estimate. Customers felt inclement weather and poor road conditions might Concern: impede delivery Both inclement weather and heavy mail volume can cause deviations from the normal delivery schedule. However, the carrier is required to Response: provide a vehicle of adequate size, equipped with necessary equipment chains or snow tires, warning lights or signs, etc.) to serve the route safety and efficiently and in accordance with federal, state, and local motor vehicle laws and regulations. Customers questioned whether the facility was inadequate Concern: The office is currently vecent. The study is management initiated to Response: determine if regular and effective service can be provided through alternate means. Customers were concerned about a change of ZIP Code Concern: 29 The Postal Service is helping to preserve community identity by Response: continuing the use of the Leonardsville ZIP Code in addresses and in the National Five-Digit ZIP Code and Post Office Directory.

Customers were concerned about permit mailing

30.

Concern:

Docker: 1772212 - 13164 Baro Whit 33 Page Hite: 7

Response:

Responsibility for the permit account will be has been transferred to the Bridgewater Post Office. Mailings must be submitted to that office for verification. Customers interested in obtaining a permit should contact the administrative postmaster.

31. Concern:

Customers were concerned about the limited hours of operation at the post office

Response:

Postmaster level and office service hours are determined by a workload analysis which includes the number of deliveries and revenue. The Bridgewater Post Office will provide at least the same number of window service hours as the Leonardsville Post Office.

52 Concern:

Customers were concerned about vandalism of their mail box.

Response:

A questionnaire was sent to the postal inspection service concerning mail theft and vandalism in the Leonardsville area. Their records indicate that there has not been any report of mail theft or vandalism in the area. Local law enforcement record netted the same results. Darker Hilliam / Hilliam Pear History

# Some advantages of the proposal are:

- The rural or contract delivery carrier may provide retail services, alleviating the need to go to the post 1
- office. Stamps by Mail order forms are provided for customer convenience.
- Customers opting for carrier service will have 24-hour access to their mail. 2
- Savings for the Postal Service contribute in the long run to stable postage rates and savings for 3
- customers.
- CBL/s can offer the security of individually locked mail compartments. Parcel lockers provide convenient 4
- parcel delivery for customers.
- Customers opting for carrier service will not have to pay post office box fees.
- Saves time and energy for customers who drive to the post office to pick up mail. ō

# Some disadvantages of the proposal are:

- The loss of a retail outlet and a postmaster position in the community. Retail services may be provided 1. by the rural or contract delivery carrier.
- Meeting the rural or contract delivery carrier at the box to transact business. However, it is not 2
  - necessary to be present to conduct most Postal Service transactions.
- A change in the mailing address. The community name will continue to be used in the new address. A 3. carrier route address will be assigned.

Taking all available information into consideration, the Postal Service concludes this proposal will provide a maximum degree of effective and regular postal services to the community.

# II. EFFECT ON COMMUNITY

Leonardsville is an unincorporated community located in Madison County. The community is administered politically by none.

Police protection is provided by the Madison County Sheriff's Dept. Fire protection is provided by the Leonardsville Fire Department.

The community is comprised of retired people; farmers/ranchers, and those who commute to work at nearby communities and work. in local businesses.

Businesses and organizations include: none. Residents may travel to nearby communities for other supplies and services.

Nonpostal services provided at the Leonardsville Post Office will be available at the Bridgewater Post Office. Government forms normally provided by the Post Office will also be available at the Bridgewater Post Office or by contacting your local government

The following numborial concerns were expressed on the returned questionnaires, at the community meeting, on the petition, and on the congressional inquiry

1.	Concern:	Customer expressed a concern about the loss of a gathering place and an information center.
	Response:	The local church or a convenient market can provide a site for the community to gather, accialize, and share information.
2.	Concern:	Customer expressed a concern about the less of the community bulletin board at the Post Office.
	Response:	Many retail outlets and grocery stores are now displaying a public bulletin board in which items can be posted for sale, and/or lost and found items can be posted, and a vanety of other information. The Oneida Post Office Post office also has a public bulletin board which may be used to post the same information.
2.	Concern:	Customers felt closing the Leonardsville post office would cause property values to decline.
	Response:	There is no evidence to indicate that property values decline when a post office is discontinued. There has been minimal growth in the area and carrier service can accommodate any future growth.
4.	Concern:	Customers felt the loss of a post office would have a detrimental effect on the business community.

Decker | 179232 x 13364 lient Niv. 33 Page Niv. V

Response:

Businesses generally require regular and effective postal services, and these will always be provided to the Leonardsville community. There has been no indication that the business community has been adversely affected. Questionnaire responses revealed that customers will continue to use local businesses if the post office is discontinued.

5. Concern:

Customers expressed concern for loss of community identity.

Response:

A community's identity derives from the interest and vitality of its residents and their use of its name. The Postal Service is helping to preserve community identify by continuing the use of the suspended Post Office name and ZIP Code in addresses and in the National Five-Digit ZIP Code and Post Office Directory.

Based on the information obtained in the course of this discontinuance study, the Postal Service concludes this proposal will not adversely affect the community.

# III. EFFECT ON EMPLOYEES

The postmaster retired on July 30, 2009. The noncareer postmaster relief (PMR) may be separated from the Postal Service. No other Postal Service employee will be adversely affected.

## IV. ECONOMIC SAVINGS

The Postal Service estimates an annual savings of \$ 47,376 with a breakdown as follows:

Postmaster Salary (EAS-11, No COLA)	\$ 33,168
Fringe Benefits @ 33.5%	\$ 11,111
Annual Lease Costs	+ 5 6,900
Total Annual Costs	\$ 51,179
Less Annual Cost of Replacement Service	-5 3 800
Total Annual Savings	\$ 47,376

## V. OTHER FACTORS

The Postal Service has identified no other factors for consideration.

## VL SUMMARY

The Postal Service is proposing to close the Leonardsville, NY Post Office and provide delivery and retail services by rural route service under the administrative responsibility of the Bridgewater Post Office, located five miles away.

The postmaster retired on July 30, 2009, if the office has a noncoreer PMR(s), they may be separated from the Postal Service, however, attempts will be made to reassign the employee(s) to a near by facility. No other employee(s) will be adversely affected. Post office workload has declined. Effective and regular service will continue to be provided by rural route service.

The Leonardsville Post Office provided delivery and retail service to 136 PD Box customers and no delivery route customers. The deliy retail window transactions averaged 29. There are no permit mailers or postage meter customers.

There will no longer be a retail outlet in the community. However, delivery and retail services may be available from a rural or contract delivery carrier, which could alleviate the need to travel to a post office for service. The Postal Service will save an estimated \$47,376 annually. A disadvantage to some may be in meeting the rural or contract delivery carrier to transact business. However, it is not necessary to be present to conduct most Postal Service transactions with a rural or contract delivery carrier.

Taking all available information into consideration, the Postal Service has determined that the advantages outweigh the disadvantages and this proposal is warranted.

# VII. NOTICES

- A. Support Materials. Copies of all materials upon which this proposal is based are available for public inspection at the Leonardsville Post Office and Bridgewater Post Office during normal office hours.
- B. This is a proposal. It is not a final determination to close this post office. If a final determination is made to close this post office, after public comments on this proposal are received and taken into account, a notice of that final determination will be posted in this office.

The final determination will contain instructions on how affected customers may appeal that decision to the Postal Regulatory Commission. Any such appeal must be received by the commission within 30 days of the posting of the final determination.

BRIAN SHEPARDSON Date

Manager Post Office Operations

# **Optional Comment Form**

Following are comments I wish to make concerning the proposed discontinuance of the LEONARDSVILLE Post Office.

City, S	tate, and ZIP Code	Date
Mailin	g Address	
Name	of Postal Customer	Signature of Postal Customer
3.	Postal Service should consider in a	any other views or information that you believe the deciding whether to adopt the proposal.
2.	Effect on Your Community. Plea you believe the proposal would ha	ise describe any favorable or unfavorable effects that we on your community.
1.		Describe any lavorable or unlavorable effects you in the regularity or effectiveness of your postal services.



07/14/2011

# OFFICER-IN-CHARGE/POSTMASTER

SUBJECT: Instructions for Posting the "Notice of Taking Proposal and Comments Under Internal Consideration"

At the close of business on 07/14/2011 take down the "Proposal" and the "Invitation for Comments" from the lobby. Round-date stamp them upon removal and verify that the mandatory 60-day posting period was observed. The proposal and invitation for comments must be posted for at least 60 days, and the first day does not count.

On the same day, prominently post in the lobby the enclosed "Notice of Taking Proposal and Comments Under Internal Consideration." The notice should remain posted until you receive further notice from this office.

Please return the posted "Proposal," "Invitation for Comments," the official record, and any related discontinuance materials to this office.

Thank you for your assistance.

Sincerely,

NADINE TREMBLAY

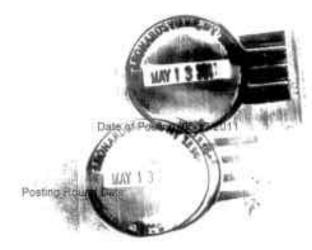
Post Office Review Coordinator

30 KARNER RD

ALBANY, NY 12288-9992



A. Office							
	NARDSVILLE THEAST			District:	State: NY ALBANY PFC	Zip C	ode: 13364
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Prepared by:	Nadine Tre					Date:	07/21/201
Titte:	ALBANY P	FC Post Office Review Co	ordinator				
Tele No	(518) 452-4	4865			1	ax No:	(518)



Date of Removal: 07/14/2011



PROPOSAL TO CLOSE
THE LEONARDSVILLE, NY POST OFFICE
AND EXTEND
SERVICE BY RURAL ROUTE SERVICE

DOCKET NUMBER 1370252 - 13364

Date of Posting, 05/13/2011

Date of Removal: 07/14/2011



## UNITED STATES POSTAL SERVICE

INVITATION FOR COMMENTS ON THE PROPOSAL TO CLOSE THE LEONARDSVILLE, NY POST OFFICE AND EXTEND SERVICE BY RURAL ROUTE SERVICE



To the customers of the Leonardsville Post Office:

The Postal Service is considering the close of the Leonardsville Post Office for reasons stated in the accompanying proposal.

Curing the 60-day posting period from 05/13/2011 through 07/14/2011 you are invited to provide written comments. Comments will be most helpful if they offer specific opinions and information favorable or unfavorable regarding the potential effect of the proposed change on postal services and on the community. Your comments will be carefully considered and will be incorporated into the official record, which will be made public if the proposal is finalized.

Copies of the proposal and optional comment forms are available upon request at the Leonardsville Post Office. If you choose to use the optional comment form and need additional space, please attach additional sheets of paper.

Flease return the comment form to

NADINE TREMBLAY 30 KARNER RD ALBANY, NY 12288-9992

For more information, you may call NADINE TREMBLAY at (518) 452-4085 or write to the above address.

Thank you for your assistance.

Burn Shperdon

BRIAN SHEPARDSON 30 KARNER RD

ALBANY, NY 12288-9992



July 20, 2011

Dorothy Major USPS 2008 State Route 8 Leonardsville NY 13364

Dear Dorothy,

Enclosed are the original Proposal to close Leonardsville Post Office and the Invitation for Comments.

The items are being returned for the following reason:

You indicated that the date stamper that you have is in poor condition and does not produce a clean postmark. Please do the following to the enclosed forms and then return to me via Express Mail:

Initial next to each date on both copies. Date plug on the back of each copy a clean postmark using your AVSEC stamp, which you indicated has a rolling date and is more legible.

Include a brief letter indicated the condition of the date stamp used and include a sample piece of paper with several postmark samples that the date stamp produces.

Return all documents, including the statement from you and the sample via Express Mail to:

Nadine Tremblay Post Office Review Coordinator Albany District 30 Karner Rd Albany NY 12288



Leonardsville Post Office is a Level 11 manual office, with a date stamper of poor condition. It does not give a good impression with a clear image. I have stamped a sheet of paper several times to show this and attached it to this letter. I have used the AVSEC stamper on the back of the proposal and the invitation for comments. This is more legibly but still not the greatest.

Dorothy Major OIC

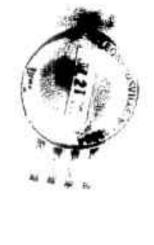
Leonardsville Post Office



United States Postal Service

























PROPOSAL TO CLOSE
THE LEONARDSVILLE, NY POST OFFICE
AND EXTEND
SERVICE BY RURAL ROUTE SERVICE

DOCKET NUMBER 1370252 - 13364

Date of Posting: 05/13/2011



## UNITED STATES POSTAL SERVICE

INVITATION FOR COMMENTS ON THE PROPOSAL TO CLOSE THE LEGNARDSVILLE, NY POST OFFICE AND EXTEND SERVICE BY RURAL ROUTE SERVICE Date of Removal: 07/14/2011



To the customers of the Leonardsville Post Office:

The Postal Service is considering the close of the Leonardsville Post Office for reasons stated in the accompanying proposal.

During the 60-day posting period from 05/13/2011 through 07/14/2011 you are invited to provide written comments. Comments will be most helpful if they offer specific opinions and information favorable or unfavorable regarding the potential effect of the proposed change on postal services and on the community. Your comments will be carefully considered and will be incorporated into the official record, which will be made public if the proposal is finalized.

Copies of the proposal and optional comment forms are available upon request at the Leonardsville Post Office. If you choose to use the optional comment form and need additional space, please attach additional sheets of paper.

Please return the comment form to:

NADINE TREMBLAY 30 KARNER RD ALBANY, NY 12288-9992.

For more information, you may call NADINE TREMBLAY at (516) 452-4085 or write to the above address.

Thank you for your assistance.

BRIAN SHEPARDSON 3D KARNER RD

ALBANY, NY 12288-9992

# NOTICE OF TAKING PROPOSAL AND COMMENTS UNDER INTERNAL CONSIDERATION

Date 07/14/2011

Postal Customers of the Leonardsville Post Office. The Postal Service appreciates receiving the views of those of you who submitted comments on the proposal to close the Leonardsville Post Office, which was posted 05/13/2011 through 07/14/2011. These comments will be considered carefully as the matter is reviewed further in my office and at higher levels within the Postal Service.

When a final decision is made by the Postal Service, that decision will be posted in place of this notice. If the decision is to approve the proposal, any customer of the Leonardsville Post Office who disagrees will have the right to appeal that decision to the Postal Regulatory Commission in Washington, DC.

Sincerely,

MICHELLE KRUL 30 KARNER RD

ALBANY, NY 12288-9992

Michille Koul



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Prepan Time	ed by	_	ne Tremblay ANY PFC Post Office Review Co	ordinator			Date:	07/21/201	

## Analysis of 60-Day Posting Comments

Talai questionares danticasi	29
Favorable (comments	2
Undermatte comments.	23
hio opnen expressed	4
Fatel comments returned	29

## Postal Conserns

The following postal concerns were argressed:

## Concern (Favorable)

Customers were concurred about met occurry.

### Haurense

CRUID provide the bacomy of and colorly business medicompositions. There have been no recent records of man theft or LECTURENT IN THE WIRK

## Conjent (Favorable)

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## Concern (Facorable)

You were concerned about having to travel to profiter post office for service

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## 4 Dancern (No Operator)

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## Concern (No Opinion)

Customer expressed a concent strout package delivery and pickage

### Response-

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## Concern this Chinani

Customer segressed a concern about package delivery and pickup

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Continue (No Operate)
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## **Визропай**

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## Convent (No Opmen)

Customers asked why their youl office was being discontinued while others were retained.

## **Пувропан**

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## Covern Hei Deservis

Customers expressed concern for loss of convicuous identity

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10. Concern (No Opinion).

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## Concern (bit Opknum)

Customer expressed concern over the department of north more envices

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12. Concern (No Optional): Dustament qualifiered the economic seeings of the proposed discontinuance

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# 13 Company Not Operany. Company's were condenied about prouth in the community.

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# 14 Consert (No Operant) Conserts were concerted about mad exceptly

### RESUDENCE:

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# (6. Concern (No Operant): Customers were compared about sthatway associative real and large pertain.

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# 16. Customers were concerned about steading services from the saction

### Hayrones.

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# 17. Stimmer (No Ogreson)

## Customers were concerned about the quality of service, reliability, and integrity of the contractor

Assets of the contract is based on evaluation of princip orbidity arised money provent contracts whiley and background, and the speakly and polation of the facility. The 'speakly bidger must be beinged and will be harried administration and augmented to the Pyetal Service to enough high etandants of service

# in Concern (No Derriero)

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## **Яворопан**

# 16 Canonii (Né Opraint)

## Yay were concerned about having to havel to another post office for service

Services interest at the year office will be everable trun the center, and queterning will not have to ment to produce and office for service. Must merbechanis do not require meeting the corner of the medicin. Therefore he Material Storay Cross Application forms are exempted for commer perversence

# 30 Convert (UnFavirativi) Customer (stripement) that not flaving a Post Office will obtain flustration and present new business growth.

The growth of a commentally governor on the example of a Fout Office, Supply on information comments for Postal Battake, it was determined that there has been movimal proofs in the area in recent years. Certier service will be able to accessorable tidica proeffi.

# N Contain (UnFerinate) Contains supressed a concern about package belivery and product

For carrier post up of pacetages, you can contact the administrative Foot Office, letting the carrier home that you have a package exhaust for professor paceages. The conter will accept letters, fact or packages for modify. The carrier will extend the cost and provide a receipt for any modify. The carrier will extend the cost and provide at receipt for any mode each Office. hillioning indicate that the contribute and provide change or eith for the arround over the extrade

# 22 Concern (UnFavoratie) Customar expressed a suncern about stackage delivery with stackage

## Section.

Rund corners will deliver accessors that it is your Anathropi tion. (The precipite does not thin the most had, the carrier will debugs the passage up to 3, that of all the bin of separation of these approximations, such as any year porch or or these a corporal from contact price up of pockages, you can success the Bindgeworks Food Ciffice (effort) the contact time that you have a passage weakage to proxime. The content can deviate from the line of travel in under to relative declarages. That content will account for making the content line content line of provide a recent for any money. received. On the following debusy, day the camer will provide change in a lift for the actional layer the estimate. Packages over 13 success that for packed up if the postege was primed orders or with a traceable trade.

# Concern (Uniferrorable) Customer adpressed concern for reveal of a second community meeting.

## **Вивропеи**

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# 54. Customer fixels a Post Office with a Postmaster is nearlist.

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25. Curroum (UnFavorative).
Customer superboried making to mainly Author to complet custate transactions not afforded by same?

### **Павропав**

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## Consistent (Cin Favoratile)

26. Contains purchased why their office was being studied for puseble dissurations distributed.

The PIES like teams in emperium to move all offices with a postmener adjust, to retermine it require and effective extract many movement through cost effective extracts occurs. Additionally, we review extract energies using a trial familier. execution to the have of an office note an extended period if books of the types of Lancacitizan of an office and the complexity of those for medicals. A manip rate, a storage order or a prespond transaction and off consider affecting. We measure quaterner harvarid, or garf, by leverue typere. Some of this information, such as package seen, is properly information and office, with relative territate, we sulf up numbers and types of window terresizers. We exen see "down time." Yes tion of what other persons are exhibite nearly at pure offices or at person inclinations. Our bland that will elemen as manufactured with Finally, we common our ball rejectory expenses. That sudvices leade, agreement departure con. Harring Hours, equipment abook and audyless on hers) (abbies, maintened a homopartistion and inher represented come

Quatamer auggested making Consolivable a flub of Bridge-egter Post Office and have a Protrouter Hallef work at Laurestationile eliminating a Protrouter.

Continuously, differentiation Renal a transition and Production in accordaging their Post Office on New York State In a support of the Continuously State In the Continuously Copporate that transformed into the LLS. Platted Newton: 20 Way pure from that 2 DO Spottles served at our protein, adopting manufactures the spotting protein that the spotting protein the protein that protein the spotting protein the spotting protein and the spotting protein as well from the spotting protein the spotting protein and the spotting protein and the spotting protein as well from the spotting protein and the spotting protein as well as the spotting protein and the spotting protein as well from the spotting protein as are income, for one object for the energy of the restance, we trust at learning costs as well as an ellipse, but to be obtained. We have an adjustment of multi-substance of all of our facilities and the Princips Substance of some trust of the allowed and the Princips Substance of the standard and the substance of the substance aliminate. Distances on our overhead expenses on we need at this limit

26. Concern (UnFacorathia) Customer suggestion to storten hours to seek money

### Haspinson

Part of the addition to study conjunted includes an electronical secundaries. The Postal Second appears resulty \$8. Billion of Stationg expenses in coverage by real entate inventors of more than 34,000 feature. In 1970, with pressage of the month theoryprocedure was, the risk Post Office Department was branchmark into the U.S. From Service, at the time more than 2 DOC factors served as our primary subjectly that processing locations. Folias, that current has been recurred to less than 200. As majory names of the record of the rec as well as another, state his visites. We have an approximate energy conservation program in place or all of our facilities and the Popula Service estimates that I had already second actuard \$400 million to tradity program points since 2006, distorter million as leased facilities leiduce, but als not elemente, pressuras en est bienhead expenses as we rawl as this bline

24. Contem (I/Formable)
Cultimer was concerned they would be unable to get their mediane

Many heart have place ofter interroyee to debt the "real order" option on presuments that we troy wall other provide Debugging have so night to making our FO flaw. Presidenting can be maded to your widness with no need to know

38. Concern (I/InFlacorable)
Contoners asked what offer ways LISPS was trying to make up the lighter, after than cleany their post office.

Covery areas offices or one step of many which are people or covering on communications, moveled. Additionally from one step before Congress to extense preparations on the covery people of the Additional Transfer Security Behalf Transfer and the Additional Transfer Security Behalf Transfer Secur Finance Delivers has additional experience of additional of the experiences, including a 20 % reduction in provinciation produces, as well air mily one ones and seven Chemic offices

31. Conjent (Unif averable).
Customers which they their post office was being discontinued while others were retained.

You paked why the explorated just office was being statutional while utions were reported. First offices we reviewed on a state of the investigate the healthly or providing version by whereast thereis.

12. Concern (Uniformities)

Customers expressed concern powrite apparent lack of internet by the Postal Service for the reaco, of the conversely.

The Public Service is related to provide each community with regular and effective service, using the most provide efficient means possible. The proposed alternate delivery service will meet the meeting and service meeting the committee of the commit and affective married

## Conseyn ILlyFgugrable)

III. Customery questioned the economic savings of the proposed discontinuance. Concern was also expressed that too much ricces was spect in the larger offers

Carrel selvins call be and, in this case, is more superfictive than mantaining a sustainably and a postnature position. The Proof for vios refereins an Amica cavings of Approximately Militaryings. Additional Erics are helicately in larger states. Separate of a greater workstad. Larger states offen number greater reserve which can offen their greater expenses.

34 Concern (LinFeverable): Customers sent they would exist the special attention and assentance provided by the personnel at the Foot Office.

## Prescribe.

Contains and related service and he provided to personnel at the Storageware Post Office and from the parties Spaces assistance will be provided as needed.

38. Concern (LinEquanties).
Qualitatives were concerned about heaving to travel to another Fost Office for service.

Figurities.

groups provided as the Prior Links and an existing than the Garden and Contribute and All Figure 20 (1994) to send Office for service, Most transactions on not require moving the carter of the medice. Harries by MAI and Wiley Order Approximate force are evaluate for published provenience. Started are also available of many stone and got execute where commercial may already show orders at usual part of the taking 1-850-577MF-24.

36. Concern (Linfavorable) Coatumers were concerned about treel security

### Personting

CROx procede the languarty of merchanity rechain must comparements. These hand been no recent regards of stall their as

Concert (Unif invocable).
 Customers were concerned about med security.

### Response.

Containers may place a took on their medicines. The makeus must have a slot large smooth to occurrence the containers from the containers are restricted which are follows and does not account tops for the

### Concern (LinFavorible).

Customers seem compared about straining association mail and large parsets.

### Siesecone.

Higher dubblerary symplems than one-high rise from the line of traces, the corner will absorbe solving and account pales. large perceip to the purpose's représent if the outstand here been blanked this away or is not torre einer definely is unterspect, a noble suit by left in the modifice. Large perceis will be left outside the modifier or of 4 business despirated by the container of automorphism for the outsider, or a motive set be left in the modifier. Alternated definely left by them bus to the Post Office, Customers may post up the four at the Post Office or request redshively ordine of vapor com or by making

39. Concern (Uniferonative).
Customers were concerned about stitutiving services from the center.

Most mad before a provincial of the post office and australe from the parties and 30 not require froming the parties of the trustics. Stamps to MAI and Money Distor Application forms are exelletts for continues provincing to believe are some encursed doublishing from the parties and fans to setten them.

## PURCHASING STAMPS BY MAIL

The Stange by Mad Program provides customers he apportunity to purpose damps, encetable, and public spris by wang a Blangs by Mad under form, assumed from the poly office of the paries. Commemorates stanges and many collecting products are also evaluate. The customer systems he postupe (set note form employer, encours payment to personal my (Kibi) made (Ayelde to Per (JE Posini Secular, and made the form (scalage hise) in leaves if it from trialities for the parties of gain car. Most corpora are described committee, and more introduction

## MURCHASINIS POSTAL MONEY ORGERS

Outpointed that post all money profess by meeting the carrier of the matrice, confusioning on equipment and septing the carrier for carrii. He price of the money order, plus the left. The carrier gives the compress a receipt to the application. The reprints order or compressed which the carrier receipt to the prof office, and a money tested receipt to left in the supplication. matters on the next between their Myot current provide the carties with a company with admission in which like completes manys within a matter to be explained. If continuent profer, the completes highly collect will be concreted for

## REPORT DESCRIPTIONS

Updated services such as carried, segationed, Expense Med, debody schrönister, registers conference, and COS may be contracted from the particular from the particular from the particular from the particular from the carrier of temporal from the particular from the carrier of provide from temporal from the carrier of provide from temporal from the carrier of provide from the carrier of the carrier of provide from the carrier of the carrier of provide from the carrier of the carrier

Customers with will be pace for an extended time, such as a vacanon, may request that their must be held at the east office during their pace of the customer asks the post office or record distincts.

Concern (UnFavorable)
 Customers likely concerned about retraining pervisors from the same.

The right before provides all the services that are evolute at the Pool Office with the exception of PC time service and but much accordance. The individual stands seem pack up, epaced services and miney order state.

# 41. Cutcem (UnFavorable) Customers were percented about server observe.

You issurption a company proof person obtains. Center persons a benefitied to story select officers and from which take securit strategies because the parter can provide statuers and retail secures on Customers do not have to make a special top to the cost office for service. Special provisions are made for nextens, cases or apposit tostomer viseds. To reconstruct exception for NavidShip delivery. (Colories) may contact the Bridgewater posttrainer for more information.

42. Osnoem (UnFaverable). Qualismete were princerted about servor critisms

## Bancone.

Chartest earning as transferred to many sensor integers and Stoom who feet aprecies stratlenges because the partner part property delivery and reliable envises to residuose readsorres of Demosphic Tibe Links. Continues do not have to make a special by the the Proxitation for service. Special provisions ship make for hardelspicable or special customer needs. To request an succeptor for hardelspic delivery, executives may contact the administrative governance for more information.

# 4) Concern (Unificational): Customers were concerned about sever obtains.

Carrier service is beneficial to many service objects and house who have specific challenges because the center can provide services by markets resolved to centralized from uson. Customers do not lead to name a special results for the Poly Office for service. Special placement are made for instrumentables or special substitute heads. To helpest an exception for helpest above, a victomers like postulation in Section for Section for the services.

The Pusted Dandon has developed and legac exploratives a range of contractions interest include consultating operations, adjusting believely factors, reproducing adminishment and processing familians and disparg district offices. We also have introduced present new products and services, including Priority Mail Flat Rate boxes and Arkalt Signature services. in an effort to grow revenue. The Footal Service of the future will be amade, hearer and more competitive. Our 8 will centrule
to give commence, benicle optimization and deliver value. As a self-eupopring government emergine, the Footal Service
receives no tax dollars. It releas admy on the sale of postage, products and services to pay for operating separates. Foreverue generation is a matter of boarress survival.

## Bencorse

The MMC has been management to review at other with a power some vectory, to hatelessed it require and effective service and the proving a time of the Armital accessed accessed when proving a time Armital accessed to the Management of the Management and the Management of the Manage common demand, in part, by revenue facine. Some of the interrigion, such as plantage some, in proposition, through in

more paydifficial with until terrorism, we put up numbers and house of employ the sections, the payr like. Should fine the look of what offer services are producted and paydifficial of pattern businesses. Not stores that put stange to successed area. Fread, we consider a united application projection. The multiple frees setables and branches pay what there is no a setable service pay when there is no a setable service paydifficially successful the paydifficial services.

46. Concern (UnFoverable).
You were sprogrand about having to travel to another your office for service.

### Résponse:

Services provided at the post office will be evaluate from the survey, and customers will not have to travel to profite poor office for enrice. Meet transactions on not request heading the carrier at the Halkins. Stamps by Mail and Money Dress Againment from any expenses for supporter corresponds

## Numperated Consums

## The inflowing response concerns were expressed

## Concern (No Connect)

Qualitation expressed a concern about the insect the community builden board at the Prest Diffice.

### Disapprise

Many renal coders and process are now deplaying a widox budget purple or which dome can be precisely to have under feel and have been been can be precisely and it workly of other information.

## Clancerr Miz Cornen

Customer expressed a concern educt the issue of the community suitable board at the Post Office.

### Measure

Marky retail cutters and grapery stone are tour drappaying a public pulletin assent in which lights can be protect and a variety photoer information.

## Consum (No Openium)

Cumming were conserved about growth in the community

You agreement a concern about growth in the convocatily. The growth of a contractly bear and majored or the treatment if a true of the Based on other agrees outstand the the Proof Service. If was determined that there in a bear control growth in the was in record pages. Carrier service will be light to accommodate following growth.

## Concern (No Operan)

Customers were opnowned about extror otherms

## Hausonse

The propressed a concept above serior offense. Carrier belong to be efficient to many servic offense and fines who have appropriate the terrange for contents can arreste data arreste address and trade services to Caronina data for make a special trust to service. Each offense to service. Each offense and arreste and the trade of special contents are contents for final for fine party delivery and the contents of the party for final fine delivery and the contents of the party for final fine delivery and the contents of the party for final fine delivery and the contents of the party for final fine delivery and the contents of the party for final fine delivery and the contents of the party for final fine delivery and the party of the party for final fine delivery and the party of the party for the party of the party

## Carriam (No Carroon)

Customer's were concerned about the load of a gathering place and an information serror.

### Basining

Respects may continue to make information accounts, and all arts offer make may receive their transfers of the continues. in fateri

## Comism (Line aurubble)

Customer regressed a concern about nonpostal asmiross

## Remotos

Applicable services provided at the Post Office out be available at the frings-water Post Office. Sometiment there increases provided by the Post Office and also be available at the Britishwater Post Office or by contracting your force government eigening.

## Consent (UnFeveralis)

Customer represent a content about the less of the community bullets board at the Post CRise.

## Имеротан

Many ridad cultets and pricery private are now displaying a justic bulletin speed in whom here you be busine for sale, analysis tor and found term on the joints, and a sense, of other information. The Bridgewelle Flori Office may have a juddit foldation shall may be used to good the sales of orientation.

## Consent (UnFavorable)

Customers appreciate toxicam for twee of community identity.

A commandy 5 identity dynamy from the interest and sharpy of an insurance may use of talking. The Proper Service is before 10 proveries community identity, by continuing the use of the Community name and 20°C code of authorises.

Cuttorers tell diseng the Post Office would be use properly values to declare.

There is no evidence to coloure that properly values section when a Post Cifica is discontinued. There has been constall growth in the area lens comer between part accommodate any future growth.

In Concern (in Favorable)

Customers questioned the exprosmo savings of the proposed discontinuance.

## Response

Certain names can be and in the case, is more constitutive man mantaining a postal tackly and a pormission postan. The Printlet Service automates an arrival savings with this change.

Content (Unif-express):
 Contents were concerned about growth in the community.

## Heaptones

The private of a community case not resent on the coupling of a Post Office. Based on other sport of private free freetal Sarvaye. Years distance that from Year been inverted greets in the step or recent years. Carrier service will be able to accommodate times growth.

# 12. Concern (Unifavorable)

Continues were concerned about the loss of a gathering place and an information certe-

Residents may continue to meet officinally, accuracy, and stace officeration at the other invariances, privatives and residences In bloger

Date of Posting: 05/13/2011

Posting Round Date:

Date of Removal: 07/14/2011

Removal Round Date:

PROPOSAL TO CLOSE
THE LEONARDSVILLE, NY POST OFFICE
AND EXTEND
SERVICE BY RURAL ROUTE SERVICE
(REVISED)

DOCKET NUMBER 1370252 - 13364

## L RESPONSIVENESS TO COMMUNITY POSTAL NEEDS

The Postal Service is proposing to close the Leonardsville, NY Post Office and provide delivery and retail services by rural route service under the administrative responsibility of the Bridgewater Post Office, located five miles away.

The postmaster position became vacant when the postmaster retired on July 30, 2009. Since the postmaster vacancy an OIC has been installed to operate the office. Postmaster level and office service hours are determined by a workload analysis which includes the number of deliveries and revenue.

The office is being studied for possible closing or consolidation due to the following reasons. Management initiated study to determine if regular and effective service can be provide through alternate channels.

The Leonardsville Post Office, an EAS-11 level, provides service from 08:00 to 12:00 and 13:00 to 16:45 Monday - Friday , 07:30 to 10:00 Saturday and jobby hours of 08:00 to 12:00 and 13:00 to 17:00 on Monday - Friday and 07:30 to 10:30 on Saturday to 136 post office box or general delivery customers and no delivery customers. Retail services included the sale of stamps, stamped paper, and money orders; special services such as Registered Mail, Certified Mail, Insured Mail, COD Mail, and Express Mail services; and the acceptance and dispatch of all classes of mail.

The retail window averaged 29 transaction(s) accounting for 42 minute(s) of retail workload daily. With minimal workload, the Postal Service feels that effective and regular service will be provided by rural route service. Office receipts for the last 3 years were: \$29,123 ( 76 revenue units) in FY 2008; \$30,256 ( 79 revenue units) in FY 2009; and \$28,397 ( 74 revenue units) in FY 2010. There were no permit mailer(s) or postage meter oustomer(s).

On April 29, 2011, representatives from the Postal Service were available at Leonardsville Post Office Lobby (Open House style format) to answer questions and provide information to customers, 20 customer(s) attended the meeting.

On April 20, 2011, 137 questionnaires were distributed to delivery customers of the Leonardsville Post Office. Questionnaires were also available over the counter for retail customers at the Leonardsville Post Office. 55 questionnaires were returned. Responses regarding the proposed alternate service were as follows: 7 favorable, 29 unfavorable, and 19 expressed no opinion.

A petition supporting the retention of the Leonardsville Post Office was received on May 13, 2011, with 116 signatures. If this proposal is implemented, delivery and retail services will be provided by the Bridgewater Post Office, an EAS-13 level office. Window service hours at the Bridgewater Post Office are from 08:00 to 13:00 and 14:00 to 16:45. Monday through Friday, and 08:00 to 11:00 on Saturday. There are 189 post office boxes available.

The following concerns were expressed from questionnaires, the community meeting, from customer letters, on the petition, and from the congressional inquiry:

1. Concern:

Customer expressed a concern about obtaining services from the carrier.

Response:

Retail services provided at the post office are available from the carrier. Most transactions do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer convenience. Listed below are some services available from the carrier and how to obtain them. PURCHASING STAMPS BY MAIL The Stamps by Mail Program provides customers the opportunity to purchase stamps, envelopes, and postal cards by using Form 3227-R, Stamp Purchase Order (Rural), available from the post office or the carrier. Commemorative stamps and stamp collecting products are also available. The customer addresses the postage paid order form envelope, encloses payment by personal check or postal money order made payable to the US Postal Service, and mails the form (postage-free) or leaves it in the mailbox for the carrier to pick up. Most orders are processed overnight, and some immediately. PURCHASING POSTAL MONEY ORDERS Customers may purchase money orders by meeting the carrier at the mailbox, completing an application, and paying the carrier (in cash) the price of the money order, plus the fee. The carrier gives the customer a receipt for the application. The money order is completed when the carrier returns to the post office, and a money order receipt is left in the customer's mailbox on the next delivery day. Most customers provide the carrier with a stamped, self-addressed envelope in which the completed money order is mailed to its destination. If customers prefer, the completed money orders will be returned for verification on the next delivery day. SPECIAL SERVICES Special services such as certified, registered, Express. Mail, delivery confirmation, signature confirmation, and COD may be obtained from the carrier by leaving a note in the mailbox, along with the appropriate payment. The carrier will provide the services that day and leave a customer receipt in the mailbox on the next delivery day. HOLDING MAIL Customers who will be away for an extended time, such as a vacation, may request that their mail be held at the post office during their absence. Upon return the customer asks the post office to resume delivery.

Rural carriers will deliver packages that fit in your rural mail box, if the Response: package does not fit in the mail box, the carrier will deliver the package up to 1/4 mile off of the line of travel, at a designated place, such as on your porch or under a carport. Customer expressed concerned about safety of location of Bridgewater Post Concern 3. Services provided at the post office will be available from the carrier, and Response: customers will not have to travel to another post office for service. Most transactions do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer convenience. Customer submitted a summary of meeting notes Concern 4 The customer r notes have been entered into the official record. Response: Customer suggested it's likely more people would use the facility if window hours were changed for earlier and later periods each day. This could be done Concern on alternate days, reducing overall daily postal hours to save costs. The customer r suggested has been duly noted and added to the official record. Response: Customer was concerned that questions on the survey do not address many Concern: 6. of the customers issues which are best addressed in person. The customer r letter dated April 29, 2011, and mailed April 30, 2011, has Response: been entered into the official record for the feasability study of the Lesonardville Post Office. Your letter highlights a unique probability of increased volume/revenue from revitalization programs and The Homed Dorset sponsorship of the artists' residencey program. Customers asked why their post office was being discontinued while others Concern: were retained Post offices are reviewed on a case-by-case basis. When there is a vacancy Response: in a small office, it is customary to conduct a study of the business activity and investigate the feasibility of providing service by afternate means. Customers expressed concern about having to erect a rural mailbox Concern: Ħ. Customers are not required to erect rural mailboxies. Customers may receive. Response: PO Box service from the administrative Post Office located 5.0 miles away. Customers expressed concern for those customers with disabilities who are Concern: 0. not able to go to adminoffice Post Office to pick up their mail. Gustomers are not required to travel to another post office to receive mail or Response: obtain retail services. These services will be provided by the carrier to a roadside mailbox located close to customers' residences. In hardship cases, delivery can be made to the home of a customer. Changes in the type of delivery are considered where service by existing methods would impose an extreme physical hardship for an individual ountomer. Any request for a change in delivery method must be submitted in writing to the administrative postmaster. Customers felt the route should emanate from West Windfield because that 10. Concern: office is closer The delivery route has been carefully reviewed to ensure that the most Response: cost-efficient service is provided. Although another Post Office is closer for some customers. Bridgewater is closer for others.

Customers are responsible for maibox installation and maintenance. Maiboxes must be placed so that they may be safely and conveniently served by the carrier and must be located on the right-hand side of the road in the direction of the carrier's travel. Maibox supports should conform to state laws and highway regulations. The Postal Service recommends that customers contact the administrative postmaster or carrier Leonardsville, NY 13364 000364 mailboxes and mailbox height and supports.

Customers inquired about mailbox installation and maintenance

11. Concern:

Response:

Concern:

Customers questioned the economic savings of the proposed discontinuance

Carrier service is more cost-effective than maintaining a postal facility and postmaster position. The Postal Service estimates an positive annual savings.

Customers were concerned about a change of address

Customers who retain their PO Box or currently have street delivery WILL NOT be required to change their address. ONLY customers electing to close their PO Box and begin street delivery would be required to change their address, if a final determination is made to close or consolidate this office.

Customers were concerned about later delivery of mail

Response:

A customer's location on a carrier's line of travel determines the time of day

A customer's location on a carrier's line of travel determines the time of day mail is delivered. This, of course, precludes providing early delivery of mail to every customer because, no matter how we structure a route, somebody must be last. We do, however, carefully consider the volume of mail for each route so that we can deliver the greatest amount of mail at the earliest possible hour. With the largest fleet of delivery vehicles in the world we must pay special attention to energy conservation measures, to minimize vehicle and fuel expenses. When the price of gasoline goes up one cent per gallon our total gasoline cost rises more than \$6 million. Therefore, when structuring a route, we must balance our goal to deliver as much mail as possible as early as possible with the need to minimize the travel distance a route must cover.

Customers were concerned about mail security

Customers may place a lock on their mailboxes. The mailbox must have a slot large enough to accommodate the customer's normal daily mail volume. The Postal Service does not open mailboxes which are locked and does not accept keys for this purpose.

Customers were concerned about obtaining accountable mail and large parcels

If you live less than one-half mile from the line of travel, the carrier will attempt delivery of accountable items and large parcels to the customer's residence. If the live over one-half mile away or is not home when delivery is attempted, a notice will be left in the mailbox. Large parcels will be left outside the mailbox or at a designated location or a notice will be left in the mailbox. Afternoted delivery items will be taken back to the administrative Post Office. Customers may pick up the item at the post office, request redelivery on another day or authorize delivery to another party.

Customers were concerned about obtaining services from the carrier

Retail services provided at the post office are available from the carrier. Most transactions do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer convenience. Listed below are some services available from the carrier and how to obtain them.

## PURCHASING STAMPS BY MAIL

The Stamps by Mail Program provides customers the opportunity to purchase stamps, envelopes, and postal cards by using Form 3227-R, Stamp Purchase Order (Rural), available from the post office or the carrier. Commemorative stamps and stamp collecting products are also available. The customer addresses the postage paid order form envelope, encloses payment by personal check or postal money order made payable to the US Postal Service, and mails the form (postage-free) or leaves it in the mailbox for the carrier to pick up. Most orders are processed overnight, and some immediately.

## PURCHASING POSTAL MONEY ORDERS

Customers may purchase money orders by meeting the carner at the mallbox, completing an application, and paying the carrier (in cash) the price of the money order, plus the fee. The carrier gives the customer a receipt for the application. The money order is completed when the carrier returns to the post office, and a money order receipt is left in the customer's mailbox on the next delivery day. Most customers provide the carrier with a stamped, self-addressed envelope in which the completed Leonardsville, NY 13364 000365 destination. If customers prefer, the completed money orders will be returned.

15. Concern:

Response:

16. Concern:

Response:

17. Concern:

Response:

for verification on the next delivery day.

## SPECIAL SERVICES

Special services such as certified, registered, Express Mail, delivery confirmation, signature confirmation, and COD may be obtained from the carrier by leaving a note in the mailbox, along with the appropriate payment. The carrier will provide the services that day and leave a customer receipt in the mailbox on the next delivery day.

## HOLDING MAIL

Customers who will be away for an extended time, such as a vacation, may request that their meil be held at the post office during their absence. Upon return the customer asks the post office to resume delivery.

Customers were concerned about senior citizens

Camer service is beneficial to many senior citizens and those who face special challenges because the carrier can provide delivery and retail services to Customers do not have to make a special trip to the post office for service. Special provisions are made for hardship cases or special customer needs. To request an exception for hardship delivery, customers may contact the administrative postmaster for more information.

Customers were concerned about the mailboxes being damaged by snowplows

Please contact the administrative postmaster to determine the proper mailbox tocation and installation method that would help alleviate this concern. Placing the mailbox on a long, swinging, horizontal pipe is one method often used to avoid damage by snowplows.

You were concerned about having to travel to another post office for service

Services provided at the post office will be available from the carrier, and customers will not have to travel to another post office for service. Most transactions do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer convenience.

Customer concerned that not having a Post Office will close businesses and prevent new business growth.

The growth of a community does not depend on the location of a Post Office. Based on information obtained by the Postal Service, it was determined that there has been minimal growth in the area in recent years. Carrier service will be able to accommodate future growth.

Customer expressed a concern about package delivery and pickup.

Rural carriers will deliver packages that fit in your rural mail box, if the package does not fit in the mail box, the carrier will deliver the package up to % mile off of the line of travel, at a designated place, such as on your porch or under a carport. For carrier pick up of packages, you can contact the Bridgewater Post Office, letting the carrier know that you have a package available for pick up. The carrier can deviate from the line of travel in order to receive packages. The rural carrier will accept letters, flats or packages up to 13 ounces for mailing. The carrier will estimate the cost and provide a receipt for any money received. On the following delivery day the carrier will provide change or a bill for the amount over the estimate. Packages over 13 ounces may be picked up if the postage was printed online or with a traceable meter.

Customer expressed concern for need of a second community meeting.

Postal review of local office operations follows a strict process dictated by regulation. The community-based meeting is designed to collect public comments from a cross-section of users of a facility. Additional access is provided by a questionnaire and a mailing address for lengthier comments. Multiple options allow customers to comment, publicly or privately, regardless of personal schedule. We conduct one meeting per location to assure consistency and fair levels of participation for all communities.

Customer feels a Post Office with a Postmaster is needed.

18. Concern:

Response:

19. Concern:

Response:

20. Concern:

Response:

21. Concern:

Response:

22 Concern:

Response:

23. Concern:

Response:

24 Concern

Docket No. A2011-51

Response:

25. Concern:

Response:

26. Concern:

Response:

27. Concern:

Response:

Part of our obligation to study expenses includes an assessment of our infrastructure. The Postal Service spends nearly \$2 billion on building expenses to operate its real estate inventory of more than 34,000 facilities. In 1970, with passage of the Postal Reorganization Act, the old Post Office Department was transformed into the U.S. Postal Service. At that time more than 2,000 facilities served as our primary, outgoing mail processing locations. Today, that number has been reduced to less than 300. As mailing habits of the nation change, we must consider the careful, but continuous streamlining of our retail facility footprint as well. For all postal facilities, annual net rental costs exceed \$1 billion. This expense reflects the fact that almost three-quarters of Postal Service facilities are leased. As we study facilities to take out of our network, we look at leasing costs as well as ancillary costs like utilities. We have an aggressive energy conservation program in place at all of our facilities and the Postal Service estimates that it has already saved around \$400 million in facility energy costs since 2006. Shorter hours at leased facilities reduce, but do not eliminate, pressures on our overhead expenses as we need at this time.

Customer questioned having to travel further to conduct certain transactions not afforded by carrier?

Stamp purchases represent more than 85 percent of the Postal Service's retail sales. Today there are nearly 70,000 banks, ATMs, procery stores, pharmacles and retail stores selling postal products and services located nationwide. That's more than double the number of Post Offices. In fact, nearly 35 percent of the Postal Service's revenue comes from locations other than Post Offices. Our online locator service - found at the Locate A Post Office tab at www.usps.com -- can help individuals select the location of post offices that best suit their regular routines or to find alternate locations to purchase. stamps, when provision of stamps at a post office for by a letter carrier enroute are not sufficient to meet a customer's need. Each day, approximately 1.1 million Americans will use the usps.com website for services such as how to locate a post office. The top online requests include ZIP code look up and tracking packages. We believe placing the most requested postal product stamps - in nearly 100,000 locations nationwide, partnered with the uninterrupted delivery of your mail and expanded online services, constitutes regular and effective access for postal customers.

Customer questioned why their office was being studied for possible closure/consolidation.

The PMG has tasked management to review all offices with a postmaster vacancy, to determine if regular and effective service can be provided through cost effective alternate access. Additionally, we review workload analysis using a time-formula assigned to the tasks of an office over an extended period. It looks at the types of transactions in an office and the complexity of those transactions. A stamp sale, a money order or a passport transaction are all credited differently. We measure customer demand, in part, by revenue figures. Some of this information, such as package sales, is proprietary. However, in most post offices with retail terminals, we pull up numbers and types of window transactions. We even see "down time." We look at what other services are available nearby at post offices or at partner businesses, like stores that sell stamps or contracted units. Finally, we consider our total operating expenses. That includes lease, salaries and benefits, replacement pay when there is an absence, training hours, equipment, stock and supplies on hand, utilities, maintenance, transportation and other operational costs.

Customer suggested making Leonardsville a hub of Bridgewater Post Office and have a Postmaster Relief work at Leonardsville eliminating a Postmaster.

Contractually, a Postmaster Relief is hired to cover a Postmaster in and Independent Post Office on their relief days. In a station/or branch, clerks are utilized contractually for retail postions. Part of our obligation to study expenses includes an assessment of our infrastructure. The Postal Service spends nearly \$2 billion on building expenses to operate its real estate inventory of more than 34,000 facilities. In 1970, with passage of the Postal Reorganization Act, the old Post Office Department was transformed into the U.S. Postal Service. At that time more than 2,000 facilities served as our primary, outgoing mail processing locations. Today, that number has been reduced to less than 300. As mailing habits of the nation change, we must consider the careful, but continuous streamlining Leonardsville, NY 13364 000367 as well. For all postal facilities, annual net rental costs exceed \$1 billion. This

expense reflects the fact that almost three-quarters of Postal Service facilities are leased. As we study facilities to take out of our network, we look at leasing costs as well as ancillary costs like utilities. We have an aggressive energy conservation program in place at all of our facilities and the Postal Service estimates that it has already saved around \$400 million in facility energy costs since 2006. Shorter hours at leased facilities reduce, but do not eliminate, pressures on our overhead expenses as we need at this time.

Customer suggestion to shorten hours to save money

Part of our obligation to study expenses includes an assessment of our infrastructure. The Postal Service spends nearly \$2 billion on building expenses to operate its real estate inventory of more than 34,000 facilities. In 1970, with passage of the Postal Reorganization Act, the old Post Office Department was transformed into the U.S. Postal Service. At that time more than 2,000 facilities served as our primary, outgoing mail processing locations. Today, that number has been reduced to less than 300. As mailing habits of the nation change, we must consider the careful, but continuous streamlining of our retail facility footprint as well. For all postal facilities, annual net rental costs exceed \$1 billion. This expense reflects the fact that almost three-quarters of Postal Service facilities are leased. As we study facilities to take out of our network, we look at leasing costs as well as anollary costs like utilities. We have an aggressive energy conservation program in place at all of our facilities and the Postal Service estimates that it has already saved around \$400 million in facility energy costs since 2006. Shorter hours at leased facilities reduce, but do not eliminate, pressures on our overhead expenses as we need at this time.

Customer was concerned they would be unable to get their medicine.

Many health care plans offer incentives to utilize the "mail order" option on prescriptions filled via their mail order channel. Delivery can be made to mail box or PO Box. Prescripstions can be mailed to your address with no need to travel.

Customers asked what other ways USPS was trying to make up the deficit, other than closing their post office.

Closing small offices is one step of many which are being examined and, depending on circumstances, initiated. Additionally, there are bills before Congress to address overpaid pensions, 5 day delivery, and pre-funded Health Benefit Relief. The Postal Service has actively made reductions at all levels of the organization, including, a 20 % reduction in administrative positions, as well as reducing one Area and seven District offices.

Customers expressed concern over the apparent lack of interest by the Postal. Service for the needs of the community.

The Postal Service is required to provide each community with regular and effective service, using the most cost efficient means possible. The proposed afternate delivery service will meet the mailing and service needs of the community in a more cost effective manner.

Customers expressed concern over the dependability of rural route service

Rural letter carriers perform a vital function in the United States Postal Service serving thousands of families and businesses in rural and suburban areas while traveling millions of miles daily. Rural letter carriers are highly respected by the American public. This respect has been earned by many years of dedication to the Postal Service and to postal customers. During national and local emergencies, including prolonged periods of extreme weather conditions, rural carriers have demonstrated great responsibility in providing mail service to postal customers. Rural carriers are required to serve the route expeditiously and arrive at boxes at about the same time each day.

Customers questioned the economic savings of the proposed discontinuance. Concern was also expressed that too much money was spent in the larger cities

28. Concern:

Response:

29. Concern:

Response:

30. Concern:

Response:

31. Concern:

Response:

32. Concern:

Response:

33. Concern:

Response:

34 Concern:

Response:

35. Concern:

Response:

36. Concern:

Response:

37. Concern:

Response:

Carrier service can be and, in this case, is more cost-effective than maintaining a postal facility and a postmaster position. The Postal Service estimates an annual savings of approximately totalsavings. Additional funds are necessary in larger cities because of a greater workload. Larger cities often realize greater revenue which can offset their greater expenses.

Customers said they would miss the special attention and assistance provided by the personnel at the Post Office.

Courteous and helpful service will be provided by personnel at the Bridgewater Post Office and from the carrier. Special assistance will be provided as needed.

Customers were concerned about mail security.

Customers may place a lock on their mailboxes. The mailbox must have a slot large enough to accommodate the customer's normal daily mail volume. The Postal Service does not open mailboxes which are locked and does not accept keys for this purpose.

Customers were concerned about obtaining accountable mail and large parcels.

If the customer lives less than one-half mile from the line of travel, the carrier will attempt delivery of accountable items and large parcels to the customer's residence. If the customer lives over one-half mile away or is not home when delivery is attempted, a notice will be left in the mailbox. Large parcels will be left outside the mailbox or at a location designated by the customer (if authorized by the customer), or a notice will be left in the mailbox. Attempted delivery items will be taken back to the Post Office. Customers may pick up the item at the Post Office or request redelivery online at usps.com or by calling 1-800-ASK-USPS.

Customers were concerned about obtaining services from the carrier.

Most retail services provided at the post office are available from the carrier and do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer convenience. Listed below are some services available from the carrier and how to obtain

# PURCHASING STAMPS BY MAIL

The Stamps by Mail Program provides customers the opportunity to purchase stamps, envelopes, and postal cards by using a Stamps by Mail order form, available from the post office or the carrier. Commemorative stamps and stamp collecting products are also available. The customer addresses the postage paid order form envelope, encloses payment by personal check or postal money order made payable to the US Postal Service, and mails the form (postage-free) or leaves it in the mailbox for the carrier to pick up. Most orders are processed overnight, and some immediately.

## PURCHASING POSTAL MONEY ORDERS

Customers may purchase money orders by meeting the camer at the mailbox, completing an application, and paying the carrier (in cash) the price of the money order, plus the fee. The carrier gives the customer a receipt for the application. The money order is completed when the carrier returns to the post office, and a money order receipt is left in the customer's mailbox on the next delivery day. Most customers provide the carrier with a stamped, self-addressed envelope in which the completed money order is mailed to its destination. If customers prefer, the completed money orders will be returned for verification on the next delivery day.

## SPECIAL SERVICES

Special services such as certified, registered. Express Mail, delivery confirmation, signature confirmation, and COO may be obtained from the carrier by leaving a note in the mailbox, along with the appropriate payment. The carrier will provide the services that day and leave a customer receipt in the mailbox on the next delivery day.

## HOLDING MAIL

Customers who will be away for an extended time, such as a vacation, may request that their mail be held at the post office unconardsville, NY 13364 000369 return the customer asks the post office to resume delivery.

Customers were concerned about obtaining services from the carrier. 35. Concern: The rural carrier provides all the services that are available at the Post Office Response: with the exception of PO Box service and bulk mail acceptance. This includes stamp sales, package pick up, special services and money order sales. Customers were concerned about senior chizens. 39. Concern: Carrier service is beneficial to many senior citizens and those who face Response: special challenges because the carrier can provide delivery and retail services to roadside mailboxes or Centralized Box Units. Customers do not have to make a special trip to the Post Office for service. Special provisions are made for hardship cases or special customer needs. To request an exception for hardship delivery, customers may contact the Bridgewater postmaster for more information. Customers were concerned about the quality of service, reliability, and 40. Concern: integrity of the contractor Award of the contract is based on evaluation of criteria including annual Response: monetary amount, contractor ability and background, and the quality and location of the facility. The successful bidder must be bonded and will be trained, administered, and supervised by the Postal Service to ensure high. standards of service. The Postal Service has developed and begun implementing a range of cost-reducing initiatives. These include: consolidating operations, adjusting delivery routes, restructuring administrative and processing functions and closing district offices. We also have introduced several new products and services, including Priority Mail Flat Rate boxes and Adult Signature service, in an effort to grow revenue. The Postal Service of the future will be smaller. 41 Concern: leaner and more competitive. But it will continue to drive commerce, service communities and deliver value. As a self-supporting government enterprise, the Postal Service receives no tax dollars. It relies solely on the sale of postage, products and services to pay for operating expenses. Revenue generation is a matter of business survival. The PMG has tasked management to review all offices with a postmaster Response: vacancy, to determine if regular and effective service can be provided through cost effective alternate access. Additionally, we review workload analysis. using a time-formula assigned to the tasks of an office over an extended period. It looks at the types of transactions in an office and the complexity of those transactions. A stamp sale, a money order or a passport transaction are all credited differently. We measure customer demand, in part, by revenue figures. Some of this information, such as package sales, is proprietary. However, in most post offices with retail terminals, we pull up numbers and types of window transactions. We even see "down time." We look at what other services are available nearby at post offices or at partner businesses, like stores that sell stamps or contracted units. Finally, we consider our total operating expenses. That includes lease, salaries and benefits, replacement pay when there is an absence, training hours, equipment, stock and supplies on hand, utilities, maintenance; transportation and other operational costs, Customer expressed a concern about irregular hours that the rural route 42. Concern: serves the community Our carriers strive to provide service at approximately the same time on a Response: daily basis, however mail volumes and weather conditions often effect delivery times. If you desire special services from the rural carrier you may leave a note in your mailbox instructing the carrier to sound his horn, and then meet the carrier to receive services. Retail services may also be obtained at the administrative post office located 5.0 miles away. Customer expressed a concern about leaving money in the mailbox. 43 Concern:

A questionnaire was sent to the postal inspection service concerning mail theft

and vandalism in the suspended Post Office area. Their records indicate that there has not been any report of mail theft or vandalism in the area. However, customers may place a note in their mailboxes instructing the carrier to sound their horn when they arrive, in order to transact [JeonardsVille] NY\*13364 000370

Response:

Customer expressed a concern about the inability of the rural carrier to weigh 44. Concern: and rate letters and packages The rural carrier will accept any letters or packages for mailing. The carrier will Response: estimate the cost and provide a receipt for any money received. On the following delivery day the carrier will provide change or a bill for the amount over the estimate. Customers felt inclement weather and poor road conditions might impede 45. Concern: delivery Both inclement weather and heavy mail volume can cause deviations from the Response: normal delivery schedule. However, the carrier is required to provide a vehicle of adequate size, equipped with necessary equipment (chains or snow tires, warning lights or signs, etc.) to serve the route safely and efficiently and in accordance with federal, state, and local motor vehicle laws and regulations. Customers questioned whether the facility was inadequate Concern: 46. The office is currently vacant. The study is management initiated to determine Response: if regular and effective service can be provided through alternate means. Customers were concerned about a change of ZIP Code Concern: The Postal Service is helping to preserve community identity by continuing the Response: use of the Leonardsville ZIP Code in addresses and in the National Five-Digit ZIP Code and Post Office Directory. Customers were concerned about permit mailing Concern Responsibility for the permit account will be has been transferred to the Response: Bridgewater Post Office, Mailings must be submitted to that office for verification. Customers interested in obtaining a permit should contact the administrative postmaster. Customers were concerned about the limited hours of operation at the post 49. Concern: Postmaster level and office service hours are determined by a workload Response: analysis which includes the number of deliveries and revenue. The Bridgewater Post Office will provide at least the same number of window service hours as the Leonardsville Post Office. Customers were concerned about vandalism of their mail box. 50 Concern: A questionnaire was sent to the postal inspection service concerning mail theft Response: and vandalism in the Leonardsville area. Their records indicate that there has not been any report of mail theft or vandalism in the area. Local law enforcement record netted the same results.

6.

## Some advantages of the proposal are:

The rural or contract delivery carrier may provide retail services, alleviating the need to go to the post

office. Stamps by Mail order forms are provided for customer convenience. Customers opting for carrier service will have 24-hour access to their mail.

2 Savings for the Postal Service contribute in the long run to stable postage rates and savings for 3.

customers.

CBUs can offer the security of individually locked mail compartments. Parcel lockers provide convenient 4.

parcet delivery for customers.

Customers opting for carrier service will not have to pay post office box fees. 5.

Seves time and energy for customers who drive to the post office to pick up mail.

# Some disadvantages of the proposal are:

The loss of a retail outlet and a postmaster position in the community. Retail services may be provided 1

by the rural or contract delivery carrier

Meeting the rural or contract delivery carrier at the box to transact business. However, it is not 2

necessary to be present to conduct most Postal Service transactions.

A change in the mailing address. The community name will continue to be used in the new address. A 3.

carrier route address will be assigned.

Taking all available information into consideration, the Postal Service concludes this proposal will provide a maximum degree of effective and regular postal services to the community.

## IL EFFECT ON COMMUNITY

Legnardsville is an unincorporated community located in Madison County. The community is administered politically by none Police protection is provided by the Madison County Sheriff's Dept. Fire protection is provided by the Leonardsville Fire Department. The community is comprised of retirees, self-employed, and those who commute to work at nearby communities and work in local husinesses

Businesses and organizations include: none. Residents may travel to nearby communities for other supplies and services.

Nonpostal services provided at the Leonardaville Post Office will be available at the Bridgewater Post Office. Government forms normally provided by the Post Office will also be available at the Bridgewater Post Office or by contacting your local government agency.

The following nonpostal concerns were expressed from questionnaires, the community meeting, on the petition, and on the congressional inquiry.

10 00	oncem	bulletin board at the Post Office.
R	esponse:	Many retail outlets and grocery stores are now displaying a public bulletin board in which items can be posted for sale, and/or lost and found items can be posted, and a variety of other information. The Bridgewater Post Office may have a public bulletin board which may be used to post the same information.

Customers expressed concern for loss of community identity Concern:

A community's identity derives from the interest and vitality of its Response: residents and their use of its name. The Postal Service is helping to preserve community identity by continuing the use of the suspended Post Office name and ZIP Code in addresses and in the National

Five-Digit ZIP Code and Post Office Directory.

Customers felt closing the Leonardsville post office would cause Concern: property values to decline.

There is no evidence to indicate that property values decline when a Response: post office is discontinued. There has been minimal growth in the area

and carrier service can accommodate any future growth.

Customer expressed a concern about the loss of the community

Customers felt the loss of a post office would have a detrimental effect Concern: on the business community.

Douber, 1376252 - 13566 Herr Nhr: 43 Page Nhr: 13

Businesses generally require regular and effective postal services, and Response: these will always be provided to the Leonardsville community. There has been no indication that the business community has been adversely affected. Questionnaire responses revealed that customers will continue to use local businesses if the post office is discontinued. Customers were concerned about the loss of a gathering place and an Concern: information center. Residents may continue to meet informally, socialize, and share Response: information at the other businesses, churches and residences in town. Customer expressed a concern about nonpostal services Concern: Nonpostal services provided at the Post Office will be available at the Response: Bridgewater Post Office, Government forms normally provided by the Post Office will also be available at the Bridgewater Post Office or by contacting your local government agency. Customer expressed a concern about the loss of the community Concern: 7. bulletin board at the Post Office. Many retail outlets and grocery stores are now displaying a public Response: bulletin board in which items can be posted for sale, and/or lost and found items can be posted, and a variety of other information. The Bridgewater Post Office may have a public bulletin board which may be used to post the same information. Customers felt closing the Post Office would cause property values to Concern: decline. There is no evidence to indicate that property values decline when a Response: Post Office is discontinued. There has been minimal growth in the area and carrier service can accommodate any future growth. Customers guestioned the economic savings of the proposed Concern: discontinuance. Carrier service can be and, in this case, is more cost-effective than Response: maintaining a postal facility and a postmaster position. The Postal Service estimates an annual savings with this change. Customers were concerned about growth in the community 10. Concern: The growth of a community does not depend on the location of a Post Response: Office. Based on information obtained by the Postal Service, it was determined that there has been minimal growth in the area in recent years. Carrier service will be able to accommodate future growth. Customers were concerned about senior citizens 11. Concern: The oustomer expressed a concern about senior citizens. Carrier Response: service is beneficial to many senior citizens and those who face special challenges because the carrier can provide delivery and retail services to Customers do not have to make a special trip to the post office for service. Special provisions are made for hardship cases or special customer needs. To request an exception for hardship delivery. customers may contact the Bridgewater Postmaster for more information.

Based on the information obtained in the course of this discontinuance study, the Postal Service concludes this proposal will not adversely affect the community.

#### THE EFFECT ON EMPLOYEES

The postmaster position became vacant when the postmaster retired on July 30, 2009. The noncareer postmaster relief (PMR) may be separated from the Postal Service. No other Postal Service employee will be adversely affected. Since the postmaster vacancy an OIC has been installed to operate the office.

### IV. ECONOMIC SAVINGS

The Postal Service estimates an annual savings of \$ 47,376 with a breakdown as follows:

Postmaster Salary (EAS-11, No COLA)	\$ 33,168
Fringe Benefits @ 33.5%	\$ 11,111
Annual Lease Costs	+ 9 6,900
Total Annual Costs	\$ 51,179
Less Annual Cost of Replacement Service	- \$ 3.802
Total Annual Savings	\$ 47,376

### V. OTHER FACTORS

The Postal Service has identified no other factors for consideration.

#### VI. SUMMARY

The Postal Service is proposing to close the Leonardsville, NY Post Office and provide delivery and retail services by rural route service under the administrative responsibility of the Bridgewater Post Office, located five miles away.

The postmaster retired on July 30, 2009. If the office has a noncareer PMR(s), they may be separated from the Postal Service; however, attempts will be made to reassign the employee(s) to a nearby facility. No other employee(s) will be adversely affected. Post office workload has declined. Effective and regular service will continue to be provided by rural route service.

The Leonardsville Post Office provided delivery and retail service to 136 PO Box or general delivery customers and no delivery route customers. The daily retail window transactions averaged 29. There are no permit mailers or postage meter customers.

There will no longer be a retail outlet in the community. However, delivery and retail services may be available from a rural or contract delivery carrier, which could alleviate the need to travel to a post office for service. The Postal Service will save an estimated \$47,376 annually. A disadvantage to some may be in meeting the rural or contract delivery carrier to transact business. However, it is not necessary to be present to conduct most Postal Service transactions with a rural or contract delivery carrier.

Taking all available information into consideration, the Postal Service has determined that the advantages outweigh the disadvantages and this proposal is warranted.

### VII. NOTICES

- A. Support Materials. Copies of all materials upon which this proposal is based are available for public inspection at the Leonardsville Post Office and Bridgewater Post Office during normal office hours.
- B. This is a proposal. It is not a final determination to close this post office. If a final determination is made to close this post office, after public comments on this proposal are received and taken into account, a notice of that final determination will be posted in this office.

The final determination will contain instructions on how affected customers may appeal that decision to the Postal Regulatory Commission. Any such appeal must be received by the commission within 30 days of the posting of the final determination.

MICHELLE KRUL Manager, Post Office Operations

05/13/2011 Date

POST OFFICE CLOSING OR CONS Fact Sheet	OLIDATION PROPOSA	M,	I. Defe Prepared (6/1200)
2. Post Office Name	1. State and ZIP + 4 Cod	•	
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ALEMAY PFC  8. Meason for Proposal to Discontinue  8. NO Energetry Suspens;  Wassignment installed study to determine if  No Suspension  No Suspension  No Suspension	Matistre	\$3	nerif Albertain Service
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PC DISSIPERCATORS CONTRARION Name  Takephone No. AC ()  (110) 462-4695	ALBANY, NY		



07/21/2011

MEMO TO THE RECORD

SUBJECT: Certification of the Record LEONARDSVILLE

Docket Number 1370252 - 13364

This certifies that all comments and documents enclosed in the attached record are originals, or true and correct copies of the originals.

EDWARD PHELAN District Manager

## LOG OF POST OFFICE DISCONTINUANCE ACTIONS

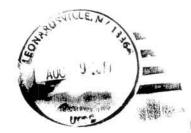
Office frame	State, ZIP Code	LEONARDSVILLE, NY, 13364-9998
EAS Level		11
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County:		Madesh
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02/25/2011	OC Career: 6 Noncareer: 0 Other Emplo District manager authorization to study.	yees o
05/53/51111	Ourstmmares sent to customers. Number ver	n 137 Number Returned: 55
04/20/2011 Analysis Favorable 7 Unfavorable 29 No Opinion 18 05/13/2011 Petition received Number of Signatures 118 Concerns expressent:		pinion 18
	Customers do not believe that a possible change community. In fact, we believe that it would do in Congressional inquiry received: No	in the way our postal service is provided would be positive for our eparatel haim to our community.
	Concerns expressed:	
65/12/2011	Produced and conscious sect to district for payley	V
05/12/2011	Committeett Relations and Hetail Operations in artisched).	cified by dialnut 10 days before the 60-day posting (PB Form 4920
65/12/2611	Proposed and invitation for comments posted in	nil round-dated.
07/21/2011	Propose and instation for comments removed Comment Analysis Favorable 2: Unfavorable 23: No Opinion 4	
None	Pramature PRC supeut received.	
	Concerns expressed	
05/12/2011	Updated PS Form 4920 completed of necessar Certification of the pholal recircl.	γ)
MORNING.	District transmittal of official record to vice pres	ident. Delivery and Retail, and copy of transmittal letter to vice president,
	Area Operations	
	Headquarters logged in official record (option a Record returned to district for additional considerations)	HITTY),
	Record returned as not warranted.	Er Brutt.
	Final determination printed at affected office(s)	and round-dated
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	Poster Bulletin Post Office Change Announcers No appears letter received from Readquarters.	nent form aem to Hegoquarters.
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The Contract of the Contract o		College State College
	NADINE TREMBLAY	(518) 462-4065. Telephone Number
	NAZINE TREMBLAY	(518) 450-4088
	District Post Office Review Coordinator	Telephone Fouriber



FINAL DETERMINATION TO CLOSE THE LEONARDSVILLE, NY POST OFFICE AND EXTEND SERVICE BY RURAL ROUTE SERVICE

DOCKET NUMBER 1370252 - 13364





Date of Posting: 08/09/2011

Date of Removal: 09/10/2011

FINAL DETERMINATION TO CLOSE THE LEONARDSVILLE, NY POST OFFICE AND EXTEND SERVICE BY RURAL ROUTE SERVICE

DOCKET NUMBER 1370252 - 13364

POS	U.S. Postal Sen ST OFFICE CLOSING OR CONS Fact Sheet	SOLIDATION PROPOSAL		1. Date Prepared 05/12/201
2. Post Office Name		3. State and ZIP + 4 Code		
LEONARDSVILLE		NY, 13364-9998	7. Congression	onal District
4. District, Customer Service ALBANY PFC	5. Area, Customer Service NORTHEAST	Madison	23	
<ol> <li>Reason for Proposal to Disconting Management initiated study to determine egular and effective service can be prophrough alternate channels.</li> </ol>	e if No Suspension	Reason and Date) 10	Proposed Permanent	Alternate Service
11. St	affing	T	2. Hours of Service	
	cancy Reason & Date: retired	a. Time M-F 08:00 to 12:00 and 13:00 to 16:45	Sat 07:30 to 10:00	Total Window Hours Per Week
b. OIC Career	✓ Non-Career	a, Lobby Time M-F 08:00 to 12:00 and 13:00 to 17:00	Sat 07:30 to 10:30	41.25
c. Current PM POSITION Level (150) EAS-11 d. No of Clerks- 0 No of Career- 0 e. No of Others- 0 No of Career- 0	경		,	
13. Number of C	ustomers Served	14,	Daily Volume (Pieces)	
a. General Delivery	0	Types of Mail	Received	Dispatched
b, P.O. Box	136	a. First-Class	289	100
c. City Delivery	0	b. Newspaper	94	5
d. Rural Delivery	0	c, Parcel	10	7
e. Highway Contract Route Box	0	d. Other	1	0
f, Total	136	e. Total	394	112
g. No. Receiving Duplicate Service	0	f. No. of Postage Meters		0
h. Average No. Daily Transactions	29.30	g. No. of Permits	I	0
2009 2010  Postal Owned  30-day cancellation clause? Ye  Located in: Business Ho	Leased (if Leased, Expiration Date		(no Cota) \$ 33168 Annual Lea f Yes, must vacate by)	\$11,111 sse \$ 6900
16b, Explain: Bridgewater Post Office				
17. Schools, Churches and Organizat	tion in Service Area: No: 0	19. Administrative/Emanatir Name BRIDGEWATER Window Service Hours: M-F Lobby Hours: M-F PO Boxes Available: 189	EAS Level 13 08:00 to 13:00 and 14:00 to 16:45 S	Miles Away 5.0 AT 08:00 to 11:00 AT 07:30 to 11:30
18, Businesses in Service Area	Na: <u>0</u>	20. Nearest Post Office (if of Name  Name  Window Service Hours: M-F Lobby Hours: M-F PO Boxes Available: 0	EAS Level 13 08:00 16:45	Miles Away 5:0 AT 08:00 11:00
	21. Pr	repared by		The second of the second
Printed Name and Title NADINE TREMBLAY	Telephone No. AC ()	Signature NADINE TREMBLAY Location		Telephone No. AC ( (518) 452-4085
PO Discontinuance Coordinator Name NADINE TREMBLAY PS Form 4920, June 1993	(518) 452-4085	ALBANY, NY		



07/21/2011

MEMO TO THE RECORD

SUBJECT: Certification of the Record

LEONARDSVILLE

Docket Number 1370252 - 13364

This certifies that all comments and documents enclosed in the attached record are originals, or true and correct copies of the originals.

EDWARD PHELAN District Manager

# LOG OF POST OFFICE DISCONTINUANCE ACTIONS

Office Name	State, ZIP Code:	LEONARDSVILLE, NY, 13364-9998
EAS Level:		11
District:		ALBANY PFC
		Madison
County:	-I Dietrick	23
Congression	al District.	
Proposal:		✓ Close Consolidate
Reason For	Propsed:	retired
Alternate Se	rvice Proposed:	Rural Route Service
Customers A	iffected:	
Post Office	Box:	136
General D	elivery:	0
Rural Rout	e;	0
Highway C	contract Route (HCR):	0
City Route		0
Intermedia		0
Intermedia		0
WWENLY/CH-S		136
i otai num	ber of customers:	
Date	Action	
	Office suspended. Reason suspended: Suspension notice sent to Headquarters.	
07/30/2009	Postmaster vacancy occurred. Reason: retired	
0775072000	OIC: Career: 0 Noncareer: 0 Other Emplo	oyees: 0
02/25/2011	District manager authorization to study.	
	Questionnaires sent to customers. Number ser Analysis: Favorable 7 Unfavorable 29 No C	nt: 137 Number Returned: 55
04/20/2011	Petition received. Number of signatures: 116	Spiritori 10
03/13/2011	C sympanond:	And a fid has a political for our
	Customers do not believe that a possible change community. In fact, we believe that it would do in	e in the way our postal serivce is provided would be positive for our
	Congressional inquiry received: No	reparable framitio our community.
	Concerns expressed:	
05/12/2011	Proposal and checklist sent to district for review	W.
05/40/0044		notified by district 10 days before the 60-day posting (PS Form 4920
05/12/2011	attached).  Proposal and invitation for comments posted a	and round-dated.
07/21/2011	Proposal and invitation for comments removed	and round-dated.
	Comment Analysis:	
None	Favorable 2 Unfavorable 23 No Opinion 4  Premature PRC appeal received.	23
None	Concerns expressed:	
05/12/2011	Updated PS Form 4920 completed (if necessa	ary).
07/21/2011	Certification of the official record.	sident, Delivery and Retail, and copy of transmittal letter to vice president,
	District transmittal of official record to vice pres Area Operations.	sident, beneary and iterail, and copy of transmitted forter to the producting
	Headquarters logged in official record (option a	entry).
	Record returned to district for additional consid	deration.
	Record returned as not warranted.	and round dated
	Final determination posted at affected office(s) Final determination removed and round-dated	) and roung-dated.
	Postal Bulletin Post Office Change Announcer	ment form sent to Headquarters.
	No appeals letter received from Headquarters.	
	Appeal to PRC received.	
	PRC opinion received on appeal: Affirmed: Remanded:	USPS Withdrawn:
	Affirmed: Remanded: Address management systems notified to upd	
	Discontinuance announced in Postal Bulletin	No.:Effective date:
Review Coo	rdinator/person most familiar with the case:	
a vrzeli (17174)	NADINE TREMBLAY	(518) 452-4085
	NADINE TREMBLAY  Name/Title	Telephone Number
	NADINE TREMBLAY	(518) 452-4085 Telephone Number
	District Post Office Review Coordinator	i diopriorio riorino



07/25/2011

VICE PRESIDENT, DELIVERY AND POST OFFICE OPERATIONS UNITED STATES POSTAL SERVICE 475 L'ENFANT PLAZA ROOM 5621 WASHINGTON DC 20260-5621

SUBJECT: Official Record

Enclosed for your review and approval is the official record to discontinue the Leonardsville Post Office.

All appropriate actions have been taken, and we have considered the concerns/comments of affected customers. The record has been thoroughly reviewed, and all necessary documentation is included. All documents in the record are numbered and contain docket and item numbers on each page and a chronological index of all documents in the record is included. Effective and regular service will be provided to community residents by permanently implementing the alternative service proposed.

Refer questions about this Post Office discontinuance to Nadine Tremblay, Post Office Review Coordinator, at (518) 452-4085 or Michelle Krul Manager Post Office Operations.

EDWARD PHELAN DISTRICT MANAGER 30 KARNER RD ALBANY, NY 12288-9992

Enclosures:

One copy of record (http://hqcsopps.usps.gov/public/dis/4B/P1370252.pdf) Headquarters acknowledgment of receipt of official record (optional) Self-addressed envelope

cc: Vice President, NORTHEAST Area (no enclosures)

Docket: 1370252 - 13364 Item Nbr: 46 Page Nbr: 1

# Headquarters Acknowledgment of Receipt of Official Record

The official record to consolidate the LEONARDSVILLE was received by 08/04/2011. Please contact the Headquarters coordinator at (202) 268-5083 or the address below for additional information regarding its status.

475 L'ENFANT PLAZA SW ROOM 6700 WASHINGTON DC 20260-6700

Enclosure: (self-addressed envelope)

\*Note: The acknowledgment form is optional and to be used at the district's discretion. Please provide the following memorandum and and a self-addressed return envelope if you wish to receive an acknowledgment of Headquarters receipt of the record.

Date of Posting: 08/09/2011

Date of Removal: 09/10/2011

FINAL DETERMINATION TO CLOSE THE LEONARDSVILLE, NY POST OFFICE AND EXTEND SERVICE BY RURAL ROUTE SERVICE

DOCKET NUMBER 1370252 - 13364

### I. RESPONSIVENESS TO COMMUNITY POSTAL NEEDS

The Postal Service is issuing the final determination to close the Leonardsville, NY Post Office and provide delivery and retail services by rural route service under the administrative responsibility of the Bridgewater Post Office, located five miles away.

The postmaster position became vacant when the postmaster retired on July 30, 2009. Since the postmaster vacancy an OIC has been installed to operate the office. Postmaster level and office service hours are determined by a workload analysis which includes the number of deliveries and revenue.

The office was studied for possible closing or consolidation due to the following reasons: Management initiated study to determine if regular and effective service can be provide through alternate channels.

The Leonardsville Post Office, an EAS-11 level, provides service from 08:00 to 12:00 and 13:00 to 16:45 Monday - Friday, 07:30 to 10:00 Saturday and lobby hours of 08:00 to 12:00 and 13:00 to 17:00 on Monday - Friday and 07:30 to 10:30 on Saturday to 136 post office box or general delivery customers and no delivery customers. Retail services included the sale of stamps, stamped paper, and money orders; special services such as Registered Mail, Certified Mail, Insured Mail, COD Mail, and Express Mail services; and the acceptance and dispatch of all classes of mail.

The retail window averaged 29 transaction(s) accounting for 42 minute(s) of retail workload daily. With minimal workload, the Postal Service feels that effective and regular service will be provided by rural route service. Office receipts for the last 3 years were: \$29,123 ( 76 revenue units) in FY 2008; \$30,256 ( 79 revenue units) in FY 2009; and \$28,397 ( 74 revenue units) in FY 2010. There were no permit mailer(s) or postage meter customer(s).

On April 29, 2011, representatives from the Postal Service were available at Leonardsville Post Office Lobby (Open House style format) to answer questions and provide information to customers. 20 customer(s) attended the meeting.

On April 20, 2011, 137 questionnaires were distributed to delivery customers of the Leonardsville Post Office. Questionnaires were also available over the counter for retail customers at the Leonardsville Post Office. 55 questionnaires were returned. Responses regarding the proposed alternate service were as follows: 7 favorable, 29 unfavorable, and 19 expressed no opinion.

A petition supporting the retention of the Leonardsville Post Office was received on May 13, 2011, with 116 signatures.

When this final determination is implemented, delivery and retail services will be provided by the Bridgewater Post Office, an EAS-13 level office. Window service hours at the Bridgewater Post Office are from 08:00 to 13:00 and 14:00 to 16:45, Monday through Friday, and 08:00 to 11:00 on Saturday. There are 189 post office boxes available.

The proposal to close the Leonardsville Post Office was posted with an invitation for comment at the Leonardsville Post Office and Bridgewater Post Office from May 13, 2011 to July 14, 2011. The following additional concerns were received during the proposal posting period:

Customer concerned that not having a Post Office will close businesses and

Concern: prevent new business growth.
 Response: The growth of a community does not depend on the location of a Post Office. Based on information obtained by the Postal Service, it was determined that there has been minimal growth in the area in recent years. Carrier service will be able to accommodate future growth.

Concern: Customer expressed a concern about package delivery and pickup.

Rural carriers will deliver packages that fit in your rural mail box, if the package does not fit in the mail box, the carrier will deliver the package up to ½ mile off of the line of travel, at a designated place, such as on your porch or under a carport. For carrier pick up of packages, you can contact the Bridgewater Post Office, letting the carrier know that you have a package available for pick up. The carrier can deviate from the line of travel in order to receive packages. The rural carrier will accept letters, flats or packages up to 13 ounces for mailing. The carrier will estimate the cost and provide a receipt for any money received. On the following delivery day the carrier will provide change or a bill for the amount over the estimate. Packages over 13 ounces may be picked up if the postage was printed online or with a traceable meter.

Customer expressed concern for need of a second community meeting.

Postal review of local office operations follows a strict process dictated by regulation. The community-based meeting is designed to collect public comments from a cross-section of users of a facility. Additional access is provided by a questionnaire and a mailing address for lengthier comments. Multiple options allow customers to comment, publicly or privately, regardless of personal schedule. We conduct one meeting per location to assure consistency and fair levels of participation for all communities.

Response:

Concern:

Response:

4. Concern:

Response:

Concern:

Response:

6. Concern:

Response:

Concern:

Response:

Customer feels a Post Office with a Postmaster is needed.

Part of our obligation to study expenses includes an assessment of our infrastructure. The Postal Service spends nearly \$2 billion on building expenses to operate its real estate inventory of more than 34,000 facilities. In 1970, with passage of the Postal Reorganization Act, the old Post Office Department was transformed into the U.S. Postal Service. At that time more than 2,000 facilities served as our primary, outgoing mail processing locations. Today, that number has been reduced to less than 300. As mailing habits of the nation change, we must consider the careful, but continuous streamlining of our retail facility footprint as well. For all postal facilities, annual net rental costs exceed \$1 billion. This expense reflects the fact that almost three-quarters of Postal Service facilities are leased. As we study facilities to take out of our network, we look at leasing costs as well as ancillary costs like utilities. We have an aggressive energy conservation program in place at all of our facilities and the Postal Service estimates that it has already saved around \$400 million in facility energy costs since 2006. Shorter hours at leased facilities reduce, but do not eliminate, pressures on our overhead expenses as we need at this time.

Customer questioned having to travel further to conduct certain transactions not afforded by carrier?

Stamp purchases represent more than 85 percent of the Postal Service's retail sales. Today there are nearly 70,000 banks, ATMs, grocery stores, pharmacies and retail stores selling postal products and services located nationwide. That's more than double the number of Post Offices. In fact, nearly 35 percent of the Postal Service's revenue comes from locations other than Post Offices. Our online locator service - found at the Locate A Post Office tab at www.usps.com --- can help individuals select the location of post offices that best suit their regular routines or to find alternate locations to purchase stamps, when provision of stamps at a post office for by a letter carrier en route are not sufficient to meet a customer's need. Each day, approximately 1.1 million Americans will use the usps.com website for services such as how to locate a post office. The top online requests include ZIP code look up and tracking packages. We believe placing the most requested postal product -stamps -- in nearly 100,000 locations nationwide, partnered with the uninterrupted delivery of your mail and expanded online services, constitutes regular and effective access for postal customers.

Customer questioned why their office was being studied for possible closure/consolidation.

The PMG has tasked management to review all offices with a postmaster vacancy, to determine if regular and effective service can be provided through cost effective alternate access. Additionally, we review workload analysis using a time-formula assigned to the tasks of an office over an extended period. It looks at the types of transactions in an office and the complexity of those transactions. A stamp sale, a money order or a passport transaction are all credited differently. We measure customer demand, in part, by revenue figures. Some of this information, such as package sales, is proprietary. However, in most post offices with retail terminals, we pull up numbers and types of window transactions. We even see "down time." We look at what other services are available nearby at post offices or at partner businesses, like stores that sell stamps or contracted units. Finally, we consider our total operating expenses. That includes lease, salaries and benefits; replacement pay when there is an absence;, training hours; equipment, stock and supplies on hand; utilities; maintenance; transportation and other operational costs.

Customer suggested making Leonardsville a hub of Bridgewater Post Office and have a Postmaster Relief work at Leonardsville eliminating a Postmaster.

Contractually, a Postmaster Relief is hired to cover a Postmaster in and Independent Post Office on their relief days. In a station/or branch, clerks are utilized contractually for retail postions. Part of our obligation to study expenses includes an assessment of our infrastructure. The Postal Service spends nearly \$2 billion on building expenses to operate its real estate inventory of more than 34,000 facilities. In 1970, with passage of the Postal Reorganization Act, the old Post Office Department was transformed into the U.S. Postal Service. At that time more than 2,000 facilities served as our primary, outgoing mail processing locations. Today, that number has been reduced to less than 300. As mailing habits of the nation change, we must

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Concern:

Response:

9. Concern:

Response:

10. Concern:

Response:

11. Concern:

Response:

12. Concern:

Response:

13. Concern:

Customer suggestion to shorten hours to save money

Part of our obligation to study expenses includes an assessment of our infrastructure. The Postal Service spends nearly \$2 billion on building expenses to operate its real estate inventory of more than 34,000 facilities. In 1970, with passage of the Postal Reorganization Act, the old Post Office Department was transformed into the U.S. Postal Service. At that time more than 2,000 facilities served as our primary, outgoing mail processing locations. Today, that number has been reduced to less than 300. As mailing habits of the nation change, we must consider the careful, but continuous streamlining of our retail facility footprint as well. For all postal facilities, annual net rental costs exceed \$1 billion. This expense reflects the fact that almost three-quarters of Postal Service facilities are leased. As we study facilities to take out of our network, we look at leasing costs as well as ancillary costs like utilities. We have an aggressive energy conservation program in place at all of our facilities and the Postal Service estimates that it has already saved around \$400 million in facility energy costs since 2006. Shorter hours at leased facilities reduce, but do not eliminate, pressures on our overhead expenses as we need at this time.

Customer was concerned they would be unable to get their medicine

Many health care plans offer incentives to utilize the "mail order" option on prescriptions filled via their mail order channel. Delivery can be made to mail box or PO Box. Prescripstions can be mailed to your address with no need to travel.

Customers asked what other ways USPS was trying to make up the deficit, other than closing their post office.

: Closing small offices is one step of many which are being examined and, depending on circumstances, initiated. Additionally, there are bills before Congress to address: overpaid pensions, 5 day delivery, and pre-funded Health Benefit Relief. The Postal Service has actively made reductions at all levels of the organization, including: a 20 % reduction in administrative positions, as well as reducing one Area and seven District offices

Customers expressed concern over the apparent lack of interest by the Postal Service for the needs of the community

The Postal Service is required to provide each community with regular and effective service, using the most cost efficient means possible. The proposed alternate delivery service will meet the mailing and service needs of the community in a more cost effective manner.

Customers expressed concern over the dependability of rural route service

Rural letter carriers perform a vital function in the United States Postal Service serving thousands of families and businesses in rural and suburban areas while traveling millions of miles daily. Rural letter carriers are highly respected by the American public. This respect has been earned by many years of dedication to the Postal Service and to postal customers. During national and local emergencies, including prolonged periods of extreme weather conditions, rural carriers have demonstrated great responsibility in providing mail service to postal customers. Rural carriers are required to serve the route expeditiously and arrive at boxes at about the same time each day.

Customers questioned the economic savings of the proposed discontinuance. Concern was also expressed that too much money was spent in the larger cities

Response:

14. Concern:

Response:

15. Concern:

Response:

16. Concern:

Response:

17. Concern:

Response:

Carrier service can be and, in this case, is more cost-effective than maintaining a postal facility and a postmaster position. The Postal Service estimates an annual savings of approximately totalsavings. Additional funds are necessary in larger cities because of a greater workload. Larger cities often realize greater revenue which can offset their greater expenses.

Customers said they would miss the special attention and assistance provided by the personnel at the Post Office.

Courteous and helpful service will be provided by personnel at the Bridgewater Post Office and from the carrier. Special assistance will be provided as needed.

Customers were concerned about mail security.

Customers may place a lock on their mailboxes. The mailbox must have a slot large enough to accommodate the customer's normal daily mail volume. The Postal Service does not open mailboxes which are locked and does not accept keys for this purpose.

Customers were concerned about obtaining accountable mail and large parcels.

If the customer lives less than one-half mile from the line of travel, the carrier will attempt delivery of accountable items and large parcels to the customer's residence. If the customer lives over one-half mile away or is not home when delivery is attempted, a notice will be left in the mailbox. Large parcels will be left outside the mailbox or at a location designated by the customer (if authorized by the customer), or a notice will be left in the mailbox. Attempted delivery items will be taken back to the Post Office. Customers may pick up the item at the Post Office or request redelivery online at usps.com or by calling 1-800-ASK-USPS.

Customers were concerned about obtaining services from the carrier.

Most retail services provided at the post office are available from the carrier and do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer convenience. Listed below are some services available from the carrier and how to obtain them.

### PURCHASING STAMPS BY MAIL

The Stamps by Mail Program provides customers the opportunity to purchase stamps, envelopes, and postal cards by using a Stamps by Mail order form, available from the post office or the carrier. Commemorative stamps and stamp collecting products are also available. The customer addresses the postage paid order form envelope, encloses payment by personal check or postal money order made payable to the US Postal Service, and mails the form (postage-free) or leaves it in the mailbox for the carrier to pick up. Most orders are processed overnight, and some immediately.

### **PURCHASING POSTAL MONEY ORDERS**

Customers may purchase money orders by meeting the carrier at the mailbox, completing an application, and paying the carrier (in cash) the price of the money order, plus the fee. The carrier gives the customer a receipt for the application. The money order is completed when the carrier returns to the post office, and a money order receipt is left in the customer's mailbox on the next delivery day. Most customers provide the carrier with a stamped, self-addressed envelope in which the completed money order is mailed to its destination. If customers prefer, the completed money orders will be returned for verification on the next delivery day.

### SPECIAL SERVICES

Special services such as certified, registered, Express Mail, delivery confirmation, signature confirmation, and COD may be obtained from the carrier by leaving a note in the mailbox, along with the appropriate payment. The carrier will provide the services that day and leave a customer receipt in the mailbox on the next delivery day.

### HOLDING MAIL

Customers who will be away for an extended time, such as a vacation, may request that their mail be held at the post office during their absence. Upon return the customer asks the post office to resume delivery.

Customers were concerned about senior citizens. 19. Concern: Carrier service is beneficial to many senior citizens and those who face Response: special challenges because the carrier can provide delivery and retail services to roadside mailboxes or Centralized Box Units. Customers do not have to make a special trip to the Post Office for service. Special provisions are made for hardship cases or special customer needs. To request an exception for hardship delivery, customers may contact the Bridgewater postmaster for more information. Customers were concerned about the quality of service, reliability, and 20. Concern: integrity of the contractor Award of the contract is based on evaluation of criteria including annual Response: monetary amount, contractor ability and background, and the quality and location of the facility. The successful bidder must be bonded and will be trained, administered, and supervised by the Postal Service to ensure high standards of service. The Postal Service has developed and begun implementing a range of cost-reducing initiatives. These include: consolidating operations, adjusting delivery routes, restructuring administrative and processing functions and closing district offices. We also have introduced several new products and services, including Priority Mail Flat Rate boxes and Adult Signature service, in an effort to grow revenue. The Postal Service of the future will be smaller, 21. Concern: leaner and more competitive. But it will continue to drive commerce, service communities and deliver value. As a self-supporting government enterprise, the Postal Service receives no tax dollars. It relies solely on the sale of postage, products and services to pay for operating expenses. Revenue generation is a matter of business survival. The PMG has tasked management to review all offices with a postmaster Response: vacancy, to determine if regular and effective service can be provided through cost effective alternate access. Additionally, we review workload analysis using a time-formula assigned to the tasks of an office over an extended period. It looks at the types of transactions in an office and the complexity of those transactions. A stamp sale, a money order or a passport transaction are all credited differently. We measure customer demand, in part, by revenue figures. Some of this information, such as package sales, is proprietary. However, in most post offices with retail terminals, we pull up numbers and types of window transactions. We even see "down time." We look at what other services are available nearby at post offices or at partner businesses, like stores that sell stamps or contracted units. Finally, we consider our total operating expenses. That includes lease, salaries and benefits; replacement pay when there is an absence;, training hours; equipment, stock and supplies on hand; utilities; maintenance; transportation and other operational costs. The following nonpostal concerns were expressed from questionnaires, the community meeting, on the petition, and on the congressional inquiry: Customer expressed a concern about obtaining services from the carrier. 1. Concern: Retail services provided at the post office are available from the carrier. Most Response: transactions do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer convenience.

Customers were concerned about obtaining services from the carrier.

The rural carrier provides all the services that are available at the Post Office

with the exception of PO Box service and bulk mail acceptance. This includes stamp sales, package pick up, special services and money order sales.

18. Concern:

Response:

Listed below are some services available from the carrier and how to obtain them. PURCHASING STAMPS BY MAIL The Stamps by Mail Program provides customers the opportunity to purchase stamps, envelopes, and postal cards by using Form 3227-R, Stamp Purchase Order (Rural), available from the post office or the carrier. Commemorative stamps and stamp collecting products are also available. The customer addresses the postage paid order form envelope, encloses payment by personal check or postal money order made payable to the US Postal Service, and mails the form (postage-free) or leaves it in the mailbox for the carrier to pick up. Most orders

are processed overnight, and some immediately. PURCHASING POSTAL MONEY ORDERS Customers may purchase money orders by meeting the carrier at the mailbox, completing an application, and paying the carrier (in cash) the price of the money order, plus the fee. The carrier gives the customer a receipt for the application. The money order is completed when the carrier returns to the post office, and a money order receipt is left in the customer's mailbox on the next delivery day. Most customers provide the carrier with a stamped, self-addressed envelope in which the completed money order is mailed to its destination. If customers prefer, the completed money orders will be returned for verification on the next delivery day. SPECIAL SERVICES Special services such as certified, registered, Express Mail, delivery confirmation, signature confirmation, and COD may be obtained from the carrier by leaving a note in the mailbox, along with the appropriate payment. The carrier will provide the services that day and leave a customer receipt in the mailbox on the next delivery day. HOLDING MAIL Customers who will be away for an extended time, such as a vacation, may request that their mail be held at the post office during their absence. Upon return the customer asks the post office to resume delivery.

Customers are not required to erect rural mailboxes. Customers may receive

PO Box service from the administrative Post Office located 5.0 miles away.

Customers expressed concern for those customers with disabilities who are

not able to go to adminoffice Post Office to pick up their mail

Customer expressed a concern about package delivery and pickup Concern: Rural carriers will deliver packages that fit in your rural mail box, if the Response: package does not fit in the mail box, the carrier will deliver the package up to 1/2 mile off of the line of travel, at a designated place, such as on your porch or under a carport. Customer expressed concerned about safety of location of Bridgewater Post 3. Concern: Services provided at the post office will be available from the carrier, and Response: customers will not have to travel to another post office for service. Most transactions do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer convenience. Customer submitted a summary of meeting notes Concern: The customer r notes have been entered into the official record. Response: Customer suggested it's likely more people would use the facility if window hours were changed for earlier and later periods each day. This could be done 5. Concern: on alternate days, reducing overall daily postal hours to save costs. The customer r suggested has been duly noted and added to the official record. Response: Customer was concerned that questions on the survey do not address many Concern: of the customers issues which are best addressed in person. The customer r letter dated April 29, 2011, and mailed April 30, 2011, has Response: been entered into the official record for the feasability study of the Leaonardville Post Office. Your letter highlights a unique probability of increased volume/revenue from revitalization programs and The Horned Dorset sponsorship of the artists' residencey program. Customers asked why their post office was being discontinued while others Concern: were retained Post offices are reviewed on a case-by-case basis. When there is a vacancy Response: in a small office, it is customary to conduct a study of the business activity and investigate the feasibility of providing service by alternate means. Customers expressed concern about having to erect a rural mailbox Concern:

Response:

Concern:

Response:

10. Concern:

Response:

11. Concern:

Response:

12. Concern:

Response:

13. Concern:

Response:

14. Concern:

Response:

15. Concern:

Response:

16. Concern:

Response:

17. Concern:

Customers are not required to travel to another post office to receive mail or obtain retail services. These services will be provided by the carrier to a roadside mailbox located close to customers' residences. In hardship cases, delivery can be made to the home of a customer. Changes in the type of delivery are considered where service by existing methods would impose an extreme physical hardship for an individual customer. Any request for a change in delivery method must be submitted in writing to the administrative postmaster.

Customers felt the route should emanate from West Windfield because that office is closer

The delivery route has been carefully reviewed to ensure that the most cost-efficient service is provided. Although another Post Office is closer for some customers, Bridgewater is closer for others.

Customers inquired about mailbox installation and maintenance

Customers are responsible for mailbox installation and maintenance. Mailboxes must be placed so that they may be safely and conveniently served by the carrier and must be located on the right-hand side of the road in the direction of the carrier's travel. Mailbox supports should conform to state laws and highway regulations. The Postal Service recommends that customers contact the administrative postmaster or carrier for advice on placement of mailboxes and mailbox height and supports.

Customers questioned the economic savings of the proposed discontinuance

Carrier service is more cost-effective than maintaining a postal facility and postmaster position. The Postal Service estimates an positive annual savings.

Customers were concerned about a change of address

Customers who retain their PO Box or currently have street delivery WILL NOT be required to change their address. ONLY customers electing to close their PO Box and begin street delivery would be required to change their address, if a final determination is made to close or consolidate this office.

Customers were concerned about later delivery of mail

A customer's location on a carrier's line of travel determines the time of day mail is delivered. This, of course, precludes providing early delivery of mail to every customer because, no matter how we structure a route, somebody must be last. We do, however, carefully consider the volume of mail for each route so that we can deliver the greatest amount of mail at the earliest possible hour. With the largest fleet of delivery vehicles in the world we must pay special attention to energy conservation measures, to minimize vehicle and fuel expenses. When the price of gasoline goes up one cent per gallon our total gasoline cost rises more than \$8 million. Therefore, when structuring a route, we must balance our goal to deliver as much mail as possible as early as possible with the need to minimize the travel distance a route must cover.

Customers were concerned about mail security

Customers may place a lock on their mailboxes. The mailbox must have a slot large enough to accommodate the customer's normal daily mail volume. The Postal Service does not open mailboxes which are locked and does not accept keys for this purpose.

Customers were concerned about obtaining accountable mail and large parcels

If you live less than one-half mile from the line of travel, the carrier will attempt delivery of accountable items and large parcels to the customer's residence. If the live over one-half mile away or is not home when delivery is attempted, a notice will be left in the mailbox. Large parcels will be left outside the mailbox or at a designated location or a notice will be left in the mailbox. Attempted delivery items will be taken back to the administrative Post Office. Customers may pick up the item at the post office, request redelivery on another day or authorize delivery to another party.

Customers were concerned about obtaining services from the carrier

Response:

Retail services provided at the post office are available from the carrier. Most transactions do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer convenience. Listed below are some services available from the carrier and how to obtain them.

### PURCHASING STAMPS BY MAIL

The Stamps by Mail Program provides customers the opportunity to purchase stamps, envelopes, and postal cards by using Form 3227-R, Stamp Purchase Order (Rural), available from the post office or the carrier. Commemorative stamps and stamp collecting products are also available. The customer addresses the postage paid order form envelope, encloses payment by personal check or postal money order made payable to the US Postal Service, and mails the form (postage-free) or leaves it in the mailbox for the carrier to pick up. Most orders are processed overnight, and some immediately.

### **PURCHASING POSTAL MONEY ORDERS**

Customers may purchase money orders by meeting the carrier at the mailbox, completing an application, and paying the carrier (in cash) the price of the money order, plus the fee. The carrier gives the customer a receipt for the application. The money order is completed when the carrier returns to the post office, and a money order receipt is left in the customer's mailbox on the next delivery day. Most customers provide the carrier with a stamped, self-addressed envelope in which the completed money order is mailed to its destination. If customers prefer, the completed money orders will be returned for verification on the next delivery day.

### SPECIAL SERVICES

Special services such as certified, registered, Express Mail, delivery confirmation, signature confirmation, and COD may be obtained from the carrier by leaving a note in the mailbox, along with the appropriate payment. The carrier will provide the services that day and leave a customer receipt in the mailbox on the next delivery day.

### HOLDING MAIL

Customers who will be away for an extended time, such as a vacation, may request that their mail be held at the post office during their absence. Upon return the customer asks the post office to resume delivery.

Customers were concerned about senior citizens

Carrier service is beneficial to many senior citizens and those who face special challenges because the carrier can provide delivery and retail services to Customers do not have to make a special trip to the post office for service. Special provisions are made for hardship cases or special customer needs. To request an exception for hardship delivery, customers may contact the administrative postmaster for more information.

Customers were concerned about the mailboxes being damaged by snowplows

Please contact the administrative postmaster to determine the proper mailbox location and installation method that would help alleviate this concern. Placing the mailbox on a long, swinging, horizontal pipe is one method often used to avoid damage by snowplows.

You were concerned about having to travel to another post office for service

Services provided at the post office will be available from the carrier, and customers will not have to travel to another post office for service. Most transactions do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer convenience.

Customer expressed a concern about irregular hours that the rural route serves the community

Our carriers strive to provide service at approximately the same time on a daily basis, however mail volumes and weather conditions often effect delivery times. If you desire special services from the rural carrier you may leave a note in your mailbox instructing the carrier to sound his horn, and then meet the carrier to receive services. Retail services may also be obtained at the administrative post office located 5.0 miles away.

18. Concern:

Response:

19. Concern:

Response:

20. Concern:

Response:

21. Concern:

Response:

Customer expressed a concern about leaving money in the mailbox 22. Concern: A questionnaire was sent to the postal inspection service concerning mail theft Response: and vandalism in the suspended Post Office area. Their records indicate that there has not been any report of mail theft or vandalism in the area. However, customers may place a note in their mailboxes instructing the carrier to sound their horn when they arrive, in order to transact financial business. Customer expressed a concern about the inability of the rural carrier to weigh 23. Concern: and rate letters and packages The rural carrier will accept any letters or packages for mailing. The carrier will Response: estimate the cost and provide a receipt for any money received. On the following delivery day the carrier will provide change or a bill for the amount over the estimate. Customers felt inclement weather and poor road conditions might impede 24. Concern: delivery Both inclement weather and heavy mail volume can cause deviations from the Response: normal delivery schedule. However, the carrier is required to provide a vehicle of adequate size, equipped with necessary equipment (chains or snow tires, warning lights or signs, etc.) to serve the route safely and efficiently and in accordance with federal, state, and local motor vehicle laws and regulations. Customers questioned whether the facility was inadequate 25. Concern: The office is currently vacant. The study is management initiated to determine Response: if regular and effective service can be provided through alternate means. Customers were concerned about a change of ZIP Code 26. Concern: The Postal Service is helping to preserve community identity by continuing the Response: use of the Leonardsville ZIP Code in addresses and in the National Five-Digit ZIP Code and Post Office Directory. Customers were concerned about permit mailing 27. Concern: Responsibility for the permit account will be/has been transferred to the Response: Bridgewater Post Office. Mailings must be submitted to that office for verification. Customers interested in obtaining a permit should contact the administrative postmaster. Customers were concerned about the limited hours of operation at the post 28. Concern: Postmaster level and office service hours are determined by a workload Response: analysis which includes the number of deliveries and revenue. The Bridgewater Post Office will provide at least the same number of window service hours as the Leonardsville Post Office. Customers were concerned about vandalism of their mail box. 29. Concern: A questionnaire was sent to the postal inspection service concerning mail theft Response: and vandalism in the Leonardsville area. Their records indicate that there has not been any report of mail theft or vandalism in the area. Local law enforcement record netted the same results.

### Some advantages of the proposal are:

- The rural and contract carriers may provide retail services, alleviating the need to go to the post office. Stamps by Mail order forms are provided for customer convenience.
- Customers opting for carrier service will have 24-hour access to their mail.
- 3. Savings for the Postal Service contribute in the long run to stable postage rates and savings for customers.
- CBUs can offer the security of individually locked mail compartments. Parcel lockers provide convenient parcel delivery for customers.
- Customers opting for carrier service will not have to pay post office box fees.
- Saves time and energy for customers who drive to the post office to pick up mail.

### Some disadvantages of the proposal are:

- The loss of a retail outlet and a postmaster position in the community. Retail services may be provided by the rural or contract delivery carrier.
- Meeting the rural or contract delivery carrier at the box to transact business. However, it is not necessary to be present to conduct most Postal Service transactions.
- A change in the mailing address. The community name will continue to be used in the new address. A carrier route address will be assigned.

Taking all available information into consideration, the Postal Service concludes this final determination will provide a maximum degree of effective and regular postal services to the community.

### II. EFFECT ON COMMUNITY

Leonardsville is an unincorporated community located in Madison County. The community is administered politically by none. Police protection is provided by the Madison County Sheriff's Dept. Fire protection is provided by the Leonardsville Fire Department. The community is comprised of retirees, self-employed and those who commute to work at nearby communities and may work in local businesses.

Businesses and organizations include: none. Residents may travel to nearby communities for other supplies and services.

Nonpostal services provided at the Leonardsville Post Office will be available at the Bridgewater Post Office. Government forms normally provided by the Post Office will also be available at the Bridgewater Post Office or by contacting your local government agency.

The following nonpostal concerns were expressed from questionnaires, the community meeting, on the petition, and on the congressional inquiry:

1.	Concern:	Customer expressed a concern about the loss of the community bulletin board at the Post Office.
	Response:	Many retail outlets and grocery stores are now displaying a public bulletin board in which items can be posted for sale, and\or lost and found items can be posted, and a variety of other information. The Bridgewater Post Office may have a public bulletin board which may be used to post the same information.
2.	Concern:	Customers expressed concern for loss of community identity
	Response:	A community's identity derives from the interest and vitality of its residents and their use of its name. The Postal Service is helping to preserve community identity by continuing the use of the suspended Post Office name and ZIP Code in addresses and in the National Five-Digit ZIP Code and Post Office Directory.
3.	Concern:	Customers felt closing the Leonardsville post office would cause property values to decline.
	Response:	There is no evidence to indicate that property values decline when a post office is discontinued. There has been minimal growth in the area and carrier service can accommodate any future growth.
4.	Concern:	Customers felt the loss of a post office would have a detrimental effect on the business community.
	Response:	Businesses generally require regular and effective postal services, and these will always be provided to the Leonardsville community. There has been no indication that the business community has been adversely affected. Questionnaire responses revealed that customers will continue to use local businesses if the post office is discontinued.
5.	Concern:	Customers were concerned about the loss of a gathering place and an information center.
	Response:	Residents may continue to meet informally, socialize, and share information at the other businesses, churches and residences in town.
6.	Concern:	Customer expressed a concern about nonpostal services.

Response:

Nonpostal services provided at the Post Office will be available at the Bridgewater Post Office. Government forms normally provided by the Post Office will also be available at the Bridgewater Post Office or by contacting your local government agency.

Concern:

Customer expressed a concern about the loss of the community bulletin board at the Post Office.

Response:

Many retail outlets and grocery stores are now displaying a public bulletin board in which items can be posted for sale, and\or lost and found items can be posted, and a variety of other information. The Bridgewater Post Office may have a public bulletin board which may be used to post the same information.

8. Concern:

Customers felt closing the Post Office would cause property values to

decline.

Response:

There is no evidence to indicate that property values decline when a Post Office is discontinued. There has been minimal growth in the area and carrier service can accommodate any future growth.

9. Concern:

Customers questioned the economic savings of the proposed

discontinuance.

Response:

Carrier service can be and, in this case, is more cost-effective than maintaining a postal facility and a postmaster position. The Postal

Service estimates an annual savings with this change.

10. Concern:

Customers were concerned about growth in the community

Response:

The growth of a community does not depend on the location of a Post Office. Based on information obtained by the Postal Service, it was determined that there has been minimal growth in the area in recent years. Carrier service will be able to accommodate future growth.

11. Concern:

Customers were concerned about senior citizens

Response:

The customer expressed a concern about senior citizens. Carrier service is beneficial to many senior citizens and those who face special challenges because the carrier can provide delivery and retail services to Customers do not have to make a special trip to the post office for service. Special provisions are made for hardship cases or special customer needs. To request an exception for hardship delivery, customers may contact the Bridgewater Postmaster for more information.

Based on the information obtained in the course of this discontinuance study, the Postal Service concludes this final determination will not adversely affect the community.

### III. EFFECT ON EMPLOYEES

The postmaster position became vacant when the postmaster retired on July 30, 2009. The noncareer postmaster relief (PMR) may be separated from the Postal Service. No other Postal Service employee will be adversely affected. Since the postmaster vacancy an OIC has been installed to operate the office.

### IV. ECONOMIC SAVINGS

The Postal Service estimates an annual savings of \$ 47,376 with a breakdown as follows:

Postmaster Salary (EAS-11, No COLA) Fringe Benefits @ 33.5% Annual Lease Costs	\$ 33,168 \$ 11,111 + \$ 6,900	
Total Annual Costs Less Annual Cost of Replacement Service	\$ 51,179 <u>- \$ 3,803</u>	
Total Annual Savings	_\$ 47.376	

### V. OTHER FACTORS

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The Postal Service has identified no other factors for consideration.				
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### VI. SUMMARY

This is the final determination to close the Leonardsville, NY Post Office and provide delivery and retail services by rural route service under the administrative responsibility of the Bridgewater Post Office, located five miles away.

The postmaster retired on July 30, 2009. If the office has a noncareer PMR(s), they may be separated from the Postal Service; however, attempts will be made to reassign the employee(s) to a nearby facility. No other employee(s) will be adversely affected. The workload has declined. Effective and regular service will continue to be provided by rural route service.

The Leonardsville Post Office provided delivery and retail service to 136 PO Box or general delivery customers and no delivery route customers. The daily retail window transactions averaged 29. There are no permit mailers or postage meter customers.

There will no longer be a retail outlet in the community. However, delivery and retail services may be available from a rural or contract delivery carrier, which could alleviate the need to travel to a Post Office for service. The Postal Service will save an estimated \$47,376 annually. A disadvantage to some will be in meeting the rural or contract delivery carrier to transact business. However, it is not necessary to be present to conduct most Postal Service transactions with rural or contract delivery carrier.

Taking all available information into consideration, the Postal Service has determined that the advantages outweigh the disadvantages and this final determination is warranted.

### VII. NOTICES

- A. Support Materials. Copies of all materials upon which this final determination is based are available for public inspection at the Leonardsville Post Office and Bridgewater Post Office during normal office hours.
- B. Appeal Rights. This final determination to close the Leonardsville Post Office may be appealed by any person served by that office to the Postal Regulatory Commission at 901 New York Ave NW, Suite 200, Washington DC 20268-000l. Appeals must be received by the Commission within 30 days of the date this final determination is posted. If an appeal is filed, copies of appeal documents prepared by the Postal Regulatory Commission or the parties to the appeal will be made available for public inspection at Leonardsville Post Office and Bridgewater Post Office during normal office hours.

Man Hearlow		
A Division	08/05/2011	
Dean J Granholm Vice President of Delivery and Post Office Operations	Date	



08/09/2011

OFFICER-IN-CHARGE/POSTMASTER Leonardsville Post Office

SUBJECT: Letter of Instructions Regarding Posting of the Leonardsville Post Office Final Determination Docket No. 1370252 - 13364

Please post in the lobby the enclosed final determination to close the Leonardsville Post Office. The final determination must be posted in a prominent place from 08/09/2011 through close of business on 09/10/2011. It must be posted for at least 30 days and the first day does not count. Additionally, please take down the posted "Notice of Taking Proposal and Comments under Internal Consideration" and return to this office.

Round-date stamp the cover of the final determination on the date of posting and on the date of removal. Please send the final determination to me by close of business on 09/11/2011.

Additional copies of the final determination are enclosed. Provide them to customers upon request.

Also enclosed is the official record upon which this final determination is based. Customers may read it; however, they may not remove it from your office. When a customer requests a copy of the record, provide it upon payment of any fees prescribed in Administrative Support Manual. If you do not have photocopy equipment, take the customer's name, address and telephone number and contact the district for needed copies.

If there are any questions, please contact me at (518) 452-4085.

Sincerely,

NADINE TREMBLAY

POST OFFICE REVIEW COORDINATOR

30 KARNER RD

ALBANY, NY 12288-9992

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Enclosures:

Final Determination Official Record